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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-401**

**7 MARCH 2007**

*Incorporating Through Change 2, 18 May 2009*

***Flying Operations***

**AVIATION MANAGEMENT**



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This instruction implements AFPD 11-4, *Aviation Service*. It establishes procedures for managing Air Force flying resources and provides guidance that applies to administering aircrew flight management programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. This publication applies to Air Force Reserve Command and the Air National Guard. Send comments and suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through channels to AF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480. Major commands (MAJCOMs), field operating agencies (FOAs), HQ USAF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. MAJCOMs, FOAs, and DRUs will coordinate their supplements to this instruction with AF/A3O-AT before publication and will forward one copy to AF/A3O-AT after publication; subordinate organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). The Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS) covers required information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* (will convert to 33-

363), and disposed of in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://afrims.amc.af.mil>.

## SUMMARY OF CHANGES

This interim change updates FSC “k” guidance, revises guidance on double billeting aircrew and accomplishing annual records reviews, adds guidance on stopping incentive pay for failure to turn in flight records, deletes Mission Essential Ground Personnel (MEGP) and additional crewmember (ACM) guidance and adds Mission Essential Personnel (MEP) guidance, updates **Table 1.1.**, addresses members ordered to perform mission-essential rated duties outside their normal aircrew specialty in direct support of Combatant Command operations, provides additional guidance for aircrew members performing inflight duties in non-US Air Force aircraft, updates **Tables 2.1.** and **2.2.**, adds ABM ground based radar duty and additional K Code guidance to **Table 2.6.**, updates OFDA waiver guidance for Air Battle Managers and clarifies waiver actions for all personnel, revises guidance on general officer flying, to include updates to **Table 2.10.**, deletes the 24 flying day per fiscal year limitation for indoctrination fliers and adds additional guidance pertaining to general officer indoctrination fliers, adds guidance pertaining to API-0 deployed indoctrination fliers, revises guidance on flying with AFRC units, allows individuals qualified in chase aircraft to evaluate pilots in a second aircraft and log evaluator time, expands guidance pertaining to commanders and key supervisors logging combat and combat support time, revises guidance on logging NVG time, revises references, abbreviations and acronyms, and terms in **Attachment 1**, revises **Attachment 2** and updates **Tables A2.1.** and **A2.3.**, revises guidance on award of advanced ratings and badges in **Attachment 3** and updates **Tables A3.1.** and **A3.2.**, updates **Tables A5.1.** and **A5.2.**, and makes administrative corrections. A margin bar (|) indicates revised material.

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## Chapter 1

### RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, AND FOREIGN MILITARY FLYING

#### *Section 1A—Responsibilities and Obligations*

**1.1. Who Must Comply.** The policies and requirements of this instruction apply to all personnel who fly onboard Air Force aircraft, and their commanders. In addition, it provides guidance on the Jump Record Folder (JRF), Aviation Service Codes (ASC), and flight authorization (FA) codes in **Table A2.3.** for Air Force parachutists. Further guidance on parachutist policies and requirements can be found in AFI 11-410, *Personnel Parachute Operations*.

**1.2. Responsibilities of AF/A3O-A.** The Director of Air Operations (AF/A3O-A):

1.2.1. Establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources.

1.2.2. Assigns AF/A3O-AT as the Office of Primary Responsibility (OPR) for this instruction.

**1.3. Responsibilities of MAJCOMs.** MAJCOM/A3s will provide oversight of MAJCOM flying programs. MAJCOMs will establish a system to carry out the requirements of this instruction and to meet training and operational needs of the Air Force.

1.3.1. MAJCOM Commanders will prohibit any agency or unit from operating or maintaining an aircraft that does not have an established system program director. Waiver authority is MAJCOM/A3; coordinate waivers with MAJCOM/A4. Aircraft procured through non-DoD resources will not be flown or operated by USAF units without MAJCOM approval.

1.3.2. MAJCOM Commanders may direct grounding of MDS-specific or all aircraft within their commands for maintenance reasons. When a MAJCOM has lead command aircraft responsibility, MAJCOM commanders may recommend grounding of all aircraft within an MDS-specific fleet. MAJCOM Commanders may also direct a stand-down of aircrew personnel when warranted by operational considerations, in conjunction with aircraft grounding or as a separate action. A stand-down has no immediate impact on the operational status of any unit aircraft; it is the result of an operational unit commander directing unit aircrews not to fly for a specific reason. A stand-down provides the commander time to assess an incident or finding and actions required to safely resume operations. Notification will be provided IAW AFI 10-206, *Operational Reporting*. See also AFI 21-101, *Aircraft and Equipment Maintenance Management*, for additional guidance. Return to normal operations will be initiated by the MAJCOM Commander directing the original grounding/stand-down. Authority for grounding and/or stand-down may be delegated by MAJCOMs in supplements to this and other governing AFIs, but not lower than MAJCOM/A3/A4.

1.3.3. Interfly Guidance. Lead MAJCOMs will place interfly guidance (if applicable) in aircraft-specific AFI 11-2MDS-Specific, Volumes 3. As required, establish additional

interfly guidance in MAJCOM supplements to this AFI. Interfly agreements must be approved prior to flight. Ensure unit coordination. Ensure required information is provided to members Host Aviation Resource Management (HARM) offices.

1.3.4. Ensure no aircrew member is assigned Flying Status Code (FSC) "S" (**Table 2.6.**) (except Duty Not Involving Flying [DNIF] members) or ASC "04" (**Table 2.5.**) beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying status/duty. MAJCOM/A3T or equivalent is the waiver authority for the 180-day limit. MAJCOM/A3 is the waiver authority to extend members in this status beyond 365 days. Send information copy to AF/A3O-AT for all cases waived beyond 365 days. **NOTE:** For members previously in DNIF status, the 180-day period begins on the date the member was cleared to perform flying duties.

1.3.5. Ensure FSC "K" (**Table 2.6.**) is used only for aircrew members assigned to an active Aircrew Position Indicator (API), but not authorized to fly due to lack of resources (aircraft, flying hours, etc.). To ensure the requirement for active flying is still valid, each position occupied by a member assigned FSC "K" must be revalidated by the MAJCOM/A3 at the end of each fiscal year. The member's commander will submit a request for revalidation through group channels for MAJCOM/A3 approval. Upon completion of the revalidation, send notification to the member's Host Aviation Resource Management (HARM) office authorizing the continuance of FSC "K." Send an information copy to AF/A3O-AT. See **paragraph 1.4.1.9.** for additional guidance. **EXCEPTION:** MAJCOM/A3 revalidation is not required for FSC "K" assigned to members deployed to a non-flying assignment.

1.3.5.1. FSC "K" is not authorized when aircrew members are double billeted due to permanent change of station PCS or permanent change of assignment PCA actions.

1.3.6. Review all cases when a rated officer with longer than 18 years of aviation service and assigned to an active flying position, or a CEA with longer than 20 years of aviation service and assigned to an active flying position, has not flown for 180 days and is not in suspension, disqualification, or DNIF status. Review will determine whether the member should be disqualified from aviation service, reassigned to an inactive flying position, or returned to flying.

#### 1.4. Responsibilities of Subordinate Organizations.

1.4.1. Commanders are responsible for compliance with the requirements of this instruction. Commanders will:

1.4.1.1. Issue orders and supervise all personnel assigned or attached to their command for flying duties.

1.4.1.2. Establish procedures to ensure all flights are reviewed for flight feasibility. Commanders may direct a stand-down of unit flying operations when warranted by maintenance, operational, or safety considerations. Provide notification IAW AFI 10-206.

1.4.1.3. Ensure compliance with appropriate instructions, and adequate crew preparation for safe conduct of flight.

1.4.1.4. Verify aircrew members qualification before assignment to an aircrew position.

1.4.1.5. Notify the HARM office within 10 days of the beginning of any investigations that may affect an aircrew member's aviation service.

1.4.1.6. Notify the MAJCOM/A3T or equivalent office when a rated officer with longer than 18 years of aviation service and assigned to an active flying position, or a CEA with longer than 20 years of aviation service and assigned to an active flying position, has not flown for 180 days and is not in suspension, disqualification, or DNIF status.

1.4.1.7. Ensure aircrew members that have been disqualified for aviation service have the appropriate disqualification aeronautical order (AO) published, even if the member may have already separated or was dismissed from the Air Force. Every effort should be made to accomplish the disqualification action before the aircrew member is separated or dismissed.

1.4.1.8. Ensure aircrew members assigned FSC "S" or ASC "04" do not exceed 180 days in this status without obtaining approval from the MAJCOM/A3T. If an extension is required, the member's unit commander will submit the request for an extension/waiver prior to the 180-day limit. If a waiver of the 180-limit was previously approved IAW **Paragraph 1.3.4.**, the member's unit commander must again obtain waiver approval prior to the member exceeding 365 days in FSC "S" or ASC "04" status. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, provides applicable guidance for suspensions/disqualifications. See **Paragraph 3.1.6.4.** for additional guidance.

1.4.1.9. Unit commanders will obtain OG/CC or equivalent approval for assignment of FSC "K" and provide the approval source document to the servicing HARM office for publication of the AO. The approval document will contain justification. Provide an information copy to the MAJCOM/A3. (**EXCEPTION:** A member's commander will submit a letter to the servicing HARM office directing assignment of FSC "K" for return to aviation service as a result of an FEB, or when the aircraft was deactivated and/or unit closed when the member is still assigned to an active billet pending reassignment. MAJCOM/A3 notification is not required for these exceptions. Use the letter approving return to aviation service as the source document to publish an AO to assign FSC "K" for members returned to service as the result of an FEB. Use the notification letter from the unit commander to publish an AO to assign FSC "K" to members inactive due to aircraft deactivation and/or unit closure.

1.4.1.9.1. (**Added**) In all cases, the HARM office will publish the AO, with explanatory remarks, and file the notification memo permanently on the left side of the FRF. If required, the OG/CC will submit a revalidation request to the MAJCOM/A3 no later than 30 September (see **paragraph 1.3.5**). Upon receipt, the HARM office will permanently file on the left side of the member's FRF all letters assigning FSC "K" and all MAJCOM/A3 revalidation approvals.

1.4.2. Commanders, including nonflying unit commanders, manage assigned aircrew and parachutist members and coordinate changes affecting aircrew members flying status and parachutist members jump status with the HARM office. **NOTE:** This includes all Air Force Reserve Command Individual Mobilization Augmentee (IMA) flyers assigned to active duty units at gaining MAJCOMs.

1.4.2.1. Commanders will manage rated and CEA aircrew positions IAW AFI 11-412, *Aircrew Management*. API 5, 6, 8, B, and D coded positions may be double-billeted and both members may actively fly for up to 30 calendar days. On or before the 30th day, the

commander will identify which aircrew member to assign inactive flying activity, FSC H. MAJCOM/A3 may waive this paragraph to allow double-billeting and active flying for no longer than 180 calendar days. This waiver authority will not be delegated lower than the MAJCOM/A3.

1.4.2.1.1. **(DELETED).**

1.4.2.2. Commanders will manage non-rated aircrew and parachutist positions IAW AFI 11-402.

1.4.2.3. Commanders will ensure aircrew/parachutist members and/or unit orderly rooms notify the base HARM office of all non-flying/non-parachuting TDYs, projected PCS, retirement, or separation actions. This requirement can be met by forwarding copies of all aircrew/parachutist members TDY, permanent change of station (PCS), retirement, or separation orders to the base HARM office to process required AO or ARMS actions.

1.4.2.3.1. Commanders will ensure aircrew/parachutist members pick up their FRF/JRF from the HARM office prior to final outprocessing for PCS assignments.

1.4.2.3.2. Commanders will ensure aircrew/parachutist members and/or unit orderly rooms notify the HARM office prior to a permanent change of assignment (PCA) action.

## **1.5. Responsibilities of Aircrew Members and Parachutists.**

1.5.1. Safely and effectively use available flying and parachute jump resources to obtain and maintain aircrew or parachutist qualification when assigned to active flying or jump billets. See AFI 11-402 for guidance pertaining to failure of members to accomplish aircrew or parachutist training requirements.

1.5.1.1. Squadron Aviation Resource Management (SARM) or Tenant Aviation Resource Management (TARM) offices will assign aircrew or parachutist training requirements in ARMS to all fliers/jumpers assigned to active flying/jumping billets.

1.5.2. Accomplish an annual flight or jump records review in the HARM office (except for geographically separated units [GSU]) to validate aviation/parachutist service actions and the record of flying or jump accomplishments during the previous year. HARM offices may e-mail annual record review documents to a GSU for a member's review and certification. Member will complete the review not later than the end of the member's birth month. Member will acknowledge the review by either sending a signed Individual Data Summary (IDS) to the HARM office or by providing an e-mail reply confirming the review was completed. File review documentation with the IDS in the FRF/JRF. (Does not apply to cadets who do not have FRF/JRF requirements.)

1.5.2.1. Certification is acknowledgement by the member that the flying/jump data is correct. Information maintained in the FRF or JRF will not be changed without official source documentation. For example an AFTO Form 781 or AF Form 3520 for missing flights and sorties, AETC Form 240-5 for student hours, an AF Form 922 or AF Form 4323 for missing jumps, Military ID or re-enlistment paperwork for date of separation change and personnel data that did not interface to ARMS, etc. In the absence of source documents, the member may submit a DD Form 149 to the Air Force Board for Corrections to Military Records (AFBCMR) IAW Air Force Pamphlet 36-2607,

*Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR).* HARM offices will ensure all flying hour corrections (especially to career totals) are supported by a source document. A copy of the DD Form 149, flying hour logbook, or letter (submitted under previous Air Force policy) must be filed on the left side of the FRF IAW AFI 11-421, *Aviation Resource Management*.

1.5.2.1.1. AF/A3O-AT is OPR for AFBCMR requests. AF/A3O-AT may contact HARM offices directly to obtain documents for review/validation, to expedite corrective action if an AFBCMR request is received, or expedite corrective action to ARMS data received on the Consolidated Headquarters Aviation Resource Management System (CHARM) report (RCS: HAF-A3O [M&AR] 0701).

1.5.2.2. Inactive aircrew/jump personnel will accomplish a records review within 120 days prior to PCS. They are not required to accomplish annual reviews of their FRF/JRF.

1.5.2.3. Aircrew/jump personnel suspended or disqualified for aviation service will accomplish a FRF/JRF review within 30 days of the suspension or disqualification action. Geographically separated members will acknowledge the review by either sending a signed Individual Data Summary (IDS) to the HARM office or by providing an e-mail reply confirming the review was completed. **NOTE: (DELETED).**

1.5.3. Ensure the HARM office maintaining the FRF or JRF is aware of a pending PCS. The HARM office must be advised of the proposed departure date, date of last flight or jump before departure, and date the individual will pick up the FRF or JRF. Member must notify the HARM office at least five days prior to departure, if applicable. Validate flights accomplished before departing PCS and sign ARMS generated PCS products IAW AFI 11-421.

1.5.3.1. **(DELETE).**

1.5.3.2. **(DELETE).**

1.5.3.3. **(DELETE).**

1.5.4. Pick up the Flight Evaluation Folder (FEF), Flying History Report (FHR), FRF or JRF before departing for PCS or flying/jumping TDY (ref. **para 3.1.4.1.**). Members must ensure they have a copy of their current AO, IDS, and ARMS training summary, prior to departure on a jump/flying TDY. Members initiating parachutist status, scheduled to attend jump school, must give the HARM office a copy of their TDY orders at least 5 work-days prior to TDY, to allow processing of the initial AO authorizing jump status.

1.5.5. Turn in the FRF or JRF to the proper HARM office (or notify the HARM office that the record was mailed) within 10 duty-days after arriving at a new duty station (includes flying TDY). Inactive aircrew members must also turn in the FRF and FEF within 10 duty days. If a member does not turn in the FRF within the 10 workday limit, the HARM office will suspend aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), or hazardous duty incentive pay (HDIP) (via a Military Pay Order [MPO]) until receipt of the FRF for validation of qualification. HARM offices will consider mailed records as "turned in" and will not suspend incentive pay for these members. HARM offices will make every effort to contact the member prior to stopping

incentive pay. HARM offices will ensure FRFs/JRFs are inprocessed to the ARMS database NLT 10 calendar days after receipt of the records.

**NOTES:**

1. The losing HARM office will mail the FRF to the gaining HARM office if the member's next duty location is not collocated with the gaining HARM office.
2. **(Added) Stopping Incentive Pay for Failure to Turn In Flight Records.** HARM offices will publish an aeronautical order to assign Aviation Service Code "04" when stopping incentive pay IAW **paragraph 1.5.5**. Upon receipt of the member's FRF/JRF, the HARM office will revoke the suspension and retroactively restore incentive pay, if the member is otherwise qualified.

1.5.5.1. Aircrew members and parachutists assigned to an inactive API code/duty position (after an active flying assignment – PCA or PCS) will turn in their FEF to the HARM office within five duty days of assignment to an inactive API code/flying position (i.e. API-6 flyer is placed in an API-3 position, etc.). The HARM office will file the FEF inside the member's FRF. If the member returns to active flying status, the HARM office will forward the FEF to the member's flying unit.

1.5.6. Turn in medical records to the Flight Medicine Element (FME) within 10 duty-days after arriving at new duty station and complete initial medical clearance requirements prior to first flight or jump.

1.5.6.1. **(Added)** Initial medical clearance requirements also apply to members who deploy for 365 days or longer in TDY or PCS status.

1.5.7. Complete a Preventive Health Assessment (PHA) annually not later than the last day of, but not earlier than five months prior to, the member's birth month.

1.5.8. Members will sign out their AF Form 702, *Individual Physiological Training Record* (original), and AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* (copy) from the HARM office prior to attending physiological/centrifuge training. Upon completion of training, return forms to the HARM office within 5 duty days after arrival at home station.

1.5.9. Inactive aircrew members will notify the HARM office not later than 10 calendar days prior to departing on an authorized flying TDY (includes requalification courses).

1.5.9.1. **(DELETE)**.

1.5.9.2. **(DELETE)**.

1.5.9.3. **(DELETE)**.

1.5.10. Request attachment for flying according to **Paragraph 2.20**, when assigned to an active flying billet in a unit without flying facilities or aircraft.

1.5.11. When aircrew members depart PCS or PCA, ensure sign-out from unit/base does not negatively affect Operational Flying Duty Accumulation (OFDA) credit. Aircrew members require at least 15 days on active flying status in a month to receive OFDA credit for that month. See **Chapter 2, Paragraph 2.6**, for additional guidance pertaining to operational flying duty.

1.5.11.1. Aircrew members assigned to an active flying billet who are being reassigned to an inactive billet should make every effort to outprocess from their unit/base **after the 15th of the month** to provide an opportunity to obtain the last month of OFDA credit (if flight requirements are also met).

1.5.11.2. Aircrew members assigned to an inactive billet who are being reassigned to an active billet should outprocess from their unit/base **before the 15th of the month** to provide an opportunity to obtain OFDA credit for the first month of assignment in an active billet (if flight requirements are also met).

## 1.6. Flying Obligations.

1.6.1. **During Time of War.** Commanders (including unit commanders) may order Air Force members on active duty to make flights in any aircraft. Members are not entitled to incentive pay unless placed on active AOs that require them to perform specific in-flight duties on a frequent and regular basis as defined in this instruction. Members are not entitled to such pay if the pay is suspended by the President according to Title 37 United States Code (USC). Members are entitled to flight credit IAW **Paragraph 3.3.**

1.6.1.1. Members qualified on the aircraft in which they are tasked to perform in-flight duties log the appropriate aircrew certification code IAW **Table A2.3.** and flying hours associated with duties performed IAW **Section 3B** of this instruction.

1.6.1.2. Members not qualified on the aircraft in which they are tasked to perform in-flight duties log “O” or “X” aircrew certification code (first character) and other time IAW **Paragraph 3.4.5.**

1.6.2. **In Time of Peace.** Commanders (including unit commanders) may order Air Force members on active duty to make official flights when in the best interest of the Air Force. Aircrew members on active flying status AOs will receive incentive pay if otherwise qualified and flight requirements are met (does not apply to non-interference fliers on AOs). Rated officers and CEAs will receive OFDA credit if otherwise qualified.

1.6.2.1. Military aircrew members who are properly qualified, meet the criteria of this instruction and AFI 11-402 for initiating aviation service, and are directed to perform specific inflight duties on a frequent and regular basis will be placed on AOs and a flight authorization.

1.6.2.1.1. An aircrew member not obtaining or maintaining qualification in a specific aircraft will be placed on the flight authorization for that aircraft only when his or her presence is required for accomplishment of the mission. (See also **Paragraph 1.8.1.**) These members will log time IAW **Paragraph 3.3.** of this instruction.

1.6.2.1.2. Aircrew members in a specialty not listed in an AFI 65-503 crew complement, who are not obtaining or maintaining aircraft qualification, may be authorized to fly IAW **Paragraph 3.3.** of this instruction when required for the mission.

1.6.2.2. Non-aircrew members who are properly qualified and directed to perform specific inflight non-interference duties will be placed on AOs and the flight authorization but will not be placed on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*. Refer to **Paragraphs 2.12.4.** and **2.12.7.** for additional guidance.

**EXCEPTION:** Non-aircrew members assigned to flying unit commander positions or unmanned aerial system (UAS) sensor operator positions may log flying time in assigned aircraft IAW **Paragraphs 3.3.1.5.2.** and **3.3.1.5.3.**

1.6.2.3. Military members not on AOs, and not required to perform duties or obtain and maintain qualification in the aircraft, must fly in passenger status, will be placed on a passenger manifest, and must fly on commercial or military aircraft with adequate facilities for transporting passengers. Refer to **Paragraphs 1.9.4.7., 2.12.5.,** and applicable MDS-Specific guidance for further passenger guidance/restrictions.

1.6.2.4. Commanders, including unit commanders, may detail by written orders personnel under their command to take part in aircraft flights operated by any foreign government accredited by the United States, provided the flights do not add additional expense to the US Government, and provided personnel are on AOs authorizing frequent and regular flights. See **Paragraph 1.11.** for additional guidance.

1.6.2.5. Personnel not authorized AOs (as specified above) tasked to perform unique ground support duties at an enroute location or destination point that are directly related and essential to accomplishment of the aircraft or unit mission, e.g., a specialist or technician required to provide aircraft support or a security team required to guard the aircraft, may fly as Mission Essential Personnel (MEP). MAJCOMs may further define MEP in MAJCOM supplements to this instruction, but guidance may not be less restrictive than the guidance contained herein. See **paragraph 1.12.2.2.** for additional guidance, and **Attachment 1, Terms,** for MEP definition.

1.6.2.5.1. The OG/CC (or equivalent) with operational control of the mission being flown authorizes MEP status. If operational control transfers, the OG/CC (or equivalent) who assumes follow-on operational control may continue/revise MEP status (coordinate changes with originating OG/CC). MAJCOMs may establish intra-command and inter-command guidance to facilitate this process. MEP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R, *Air Transportation Eligibility*. **EXCEPTIONS:** (a) MEP who are mission essential to aircraft launch/recovery may fly on aircraft not normally equipped for carrying passengers. MEP who fly under the provisions of this exception must be physically and physiologically (when required) qualified and must complete applicable egress training prior to flight. (b) Under exceptional conditions (e.g. national emergency, severe weather, earthquake, flood) MEP may be flown on non-passenger carrying aircraft if their duties are essential to the maintenance of the aircraft at the recovery base. All steps should be taken to pre-deploy these personnel via other means of transportation, if adequate time permits.

1.6.2.6. MAJCOMs may designate aircrew members who travel as additional crewmembers (not required for the mission being flown but required for follow-on missions) as MEP. Approval authority may be delegated below MAJCOM level.

1.6.2.6.1. For AMC missions already in the system, the TACC Senior Controller may approve MEP status. MAJCOM Standardization/Evaluation Chiefs may approve MEP status for MAJCOM or MAJCOM-gained missions for evaluators assigned to the MAJCOM. Additional crewmembers who fly in MEP status may only fly on aircraft capable of carrying passengers IAW provisions of DoD 4515.13-R.

## 1.7. Waivers.

1.7.1. For Combat Missions or National Emergencies. MAJCOM commanders may waive any requirements of this instruction when necessary to carry out combat missions or to accomplish missions flown during a state of national emergency. Provide notification to AF/A3/5 with a copy to AF/A3O-AT.

1.7.2. At Other Times. Unless otherwise specified in this instruction, AF/A3O-A is the waiver authority for this instruction. Request waivers through applicable channels to the MAJCOM/A3, or equivalent level. MAJCOM/A3s (or equivalents) will forward to AF/A3O-A, with a courtesy copy to AF/A3O-AT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement.

1.7.3. Administrative Procedures. MAJCOMs may publish HQ USAF waivers in supplements citing the authority (e.g., HQ USAF/A3O memo, date, subject). See AFI 33-360, *Publications and Forms Management*, for additional guidance on waivers to publications.

## *Section 1B—Flight Authorization*

## 1.8. Aircraft Flight Authorizations.

1.8.1. Prior to all flights in Air Force aircraft, commanders (including unit commanders) issue written authorizations documenting all personnel required to perform inflight duties on the mission. Units will use AF Form 4327, *ARMS Fighter Flight Authorization*, or AF Form 4327a, *Crew Flight Authorization*, as applicable to the unit aircraft. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three duty-days. Once a Flight Authorization (FA) has been signed, changes to aircrew names and/or duty positions must be validated by a designated approving authority by placing the approving authority's initials by the line changed. The OG/CC or equivalent commander with operational control of the mission is responsible for the publication/ maintenance/retention of the aircraft FAs for each mission flown by the aircraft. Only commissioned officers and officer equivalent government civilians in active flying positions are authorized to be authenticating officials for Flight Authorizations. FA authenticating officials will be appointed in writing by the OG/CC or equivalent commander. **EXCEPTION 1:** Aeromedical Evacuation (AE), Pararescue (PJ), and ANG Senior Scout unit commanders and properly designated authenticating officials may publish a FA for assigned aircrew members required to perform aircrew duties on the mission. Commanders or designated authenticating officials must ensure all members listed meet go-no-go criteria prior to authenticating the FA. The FA is not a stand-alone document and must be attached to the aircraft FA for the mission on which aircrew members were required to perform in-flight duties. If the AE or PJ crew is scheduled to perform aircrew duties on more than one mission, a remark will be placed on the FA to depict variations. As a minimum, the information in blocks 11 through 18 must be documented on the flight authorization. In the Remarks section of the aircraft FA, annotate the AE/pararescue FA number, date, and unit designation. The FA is a critical document used to validate aircrew member's duties/flight time logged on the AFTO Form 781. Officers or officer equivalent government civilians will be designated as FA authenticating officials in writing by the

OG/CC or equivalent commander. Members properly designated as FA authenticating officials IAW this paragraph are not required to be assigned to an active flying position to perform FA authentication duties. **EXCEPTION 2:** UAS units will complete a preflight authorization signed by the aircraft commander to confirm go-no-go checks were completed. The authenticating official will issue a verbal order for the mission. The FA will be published upon termination of the mission and include crew members who flew on the mission, verbal order acknowledged in the remark section, and AC block initialed by the duty scheduler.

1.8.1.1. Units will validate go-no-go qualification IAW AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, prior to authorizing members to participate in aircrew or operational support duties. Once a FA has been published, the pilot in command, or FA authenticating official if the pilot in command is not available, will validate go-no-go status for additional aircrew or operational support members prior to authorizing them to fly and adding or attaching them to the FA. Validation may include ARMS products IAW AFI 11-421 (or comparable database for USAFA airmanship programs), a FA from an AE, Pararescue, or Senior Scout unit commander (or designated representative), or a letter from the member's unit validating the individual's qualification to fly on required missions. **Note:** When preparing flight authorizations for missions scheduled on future dates, the aviation resource management specialist or designated representative responsible for go-no-go validation will confirm the members' aeronautical order status and ensure currency (to include flight physical and physiological training) and qualification will remain valid through the scheduled flight date(s). The FA is an official document depicting what actually occurred on the mission. The original, printed, signed forms with changes annotated are required documentation. Reproduction and disposal of the original forms to remove pen/ink changes after the flight authenticating official has signed the form and sorties/missions have occurred is not authorized.

1.8.2. The flight authorization must include (minimum requirements):

1.8.2.1. A designated pilot-in-command, and formation flight leader of each flight or flight element.

1.8.2.2. Name, grade, and flight authorization duty code (**Table A2.3.**) of each crewmember, operational support flier, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

1.8.2.3. Type, serial number, mission symbol, and call sign of aircraft or formation.

1.8.2.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.2.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.2.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

1.8.3. Flight authorizations will only include personnel on AOs (or contract aircrew personnel on a memorandum of agreement/contract) authorized to perform in-flight duties for that mission according to **paragraphs 1.10.** and **3.3.** of this instruction. Except for MEP

and non-interference members, individuals on the flight authorization should match those authorized to log time on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Extract*.

1.8.3.1. Personnel who are on the aircraft for point-to-point travel, an orientation/familiarization flight or to only perform a proficiency jump (not performing aircrew duties for that mission) will be listed on the passenger manifest. Passenger manifesting is required on all DoD owned and controlled aircraft, IAW DoD 4500.9-R, *Defense Transportation Regulation*, Part 1.

1.8.3.2. If MEP are transported, IAW MAJCOM supplements, they may be listed on the flight authorization in the Remarks section only. If MEP are listed on the flight authorization, the Remarks section will include all information required by DD Form 2131, *Passenger Manifest*, to include emergency contact information. If MEP are not listed on the flight authorization, they must be placed on the passenger manifest. MEP will not be listed on the AFTO Form 781, will not log time, and will not accrue OFDA credit.

1.8.4. If a mission is cancelled after the FA is signed, line through the canceled portion(s) of the flight authorization and annotate the reason for cancellation (e.g. weather or maintenance cancel).

1.8.5. MAJCOMs will establish procedures to ensure compliance with the guidance in this section for alert sorties.

## **1.9. Authorization for Using US Air Force Aircraft.**

1.9.1. Commanders (including unit commanders) authorize aircraft flights to support command operations.

1.9.2. Commanders (including unit commanders) will ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. Commanders (including unit commanders) will **not** authorize flights for personal convenience or recreation.

1.9.3. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R. The Deputy Chief of Staff/ Logistics, Installations and Mission Support, Logistics Readiness, Headquarters U.S. Air Force (HQ USAF/A4R), develops and publishes passenger policy to oversee passenger movement. AFI 24-101, *Passenger Movement*, provides guidance and procedures for arranging official transportation of Air Force personnel. Orientation flights may be approved as provided in DoD 4515.13-R and this instruction.

1.9.4. Commanders (including unit commanders) may use Air Force aircraft under their control to:

1.9.4.1. Perform tactical and combat operations.

1.9.4.2. Train aircrew personnel and evaluate aircrew performance.

1.9.4.3. Allow aircrews to meet the flying requirements of this instruction.

1.9.4.4. Further national health or safety interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight (DoD 4515.13-R).

1.9.4.5. Cooperate with foreign governments as directed by HQ USAF.

1.9.4.6. Perform other official missions as required.

1.9.4.7. Conduct the Air Force Orientation Flight and Public Affairs Travel Programs according to DoD 4515.13-R; AFI 11-301, *Aircrew Life Support (ALS) Program*; AFI 11-403, *Aerospace Physiological Training Program*; AFI 35-101, *Public Affairs Policies and Procedures* (to be replaced by AFI 35-103, *Public Affairs Travel*); AFI 48-123, *Medical Examinations and Standards*, Volume 3, *Flying and Special Operational Duty*; this instruction, and MAJCOM guidelines.

1.9.4.7.1. Orientation Flights. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF. **Table 1.1.** is a matrix of approval authorities for orientation flights.

1.9.4.7.1.1. Distinguished Visitor (DV) Flights. Display USAF weapons systems to individuals so they gain a better understanding of the particular aircraft and mission.

1.9.4.7.1.2. Familiarization Flights. Familiarize individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.4.7.1.3. Incentive Flights. Provide a visible reward to military personnel for outstanding service and motivate others to similar performance levels.

1.9.4.7.1.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission to enhance their understanding of the military member's role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all-skills, service-wide program. Spouse orientation flights will adhere to the following guidance:

1.9.4.7.1.4.1. Provide flights within approved flying hour programs.

1.9.4.7.1.4.2. Do not use aircraft requiring routine oxygen breathing equipment, or equipped with ejection seats, or have automatic escape devices requiring special training.

1.9.4.7.1.4.3. Do not accomplish simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, airdrop missions, and other maneuvers/profiles listed in MDS-specific publications as prohibited with passengers on board.

1.9.4.7.1.4.4. Ensure a qualified pilot or copilot occupies the seat throughout the flight. Under no circumstances will a spouse be given control of the aircraft. The pilot in command will brief this restriction prior to each mission.

1.9.4.7.1.4.5. Units with fighter, bomber, and two-seat trainer aircraft may establish an aircraft spouse taxi-ride program.

1.9.4.7.1.5. Passengers on orientation flights must be in appropriate organizational uniform, where applicable, and present appropriate identification.

1.9.4.7.2. Public Affairs Flights. The Air Force conducts public affairs flights for prominent US citizens, civic leaders, news media representatives, etc. See AFI 35-101 for guidance, to include approval authorities for public affairs flights.

1.9.4.7.3. MAJCOMs, ANG, FOAs, and DRUs will administer orientation and public affairs flight programs according to the above guidelines. Secretary of Defense moratorium, "Civilian Visitors Operating Military Equipment" (22 Feb 01), and CSAF memorandum, "Air Force Policy on Civilian Visitors Operating Military Equipment" (20 Jul 01), apply (source documents on file in HQ USAF/A3O-AT). For approval authorities in **Table 1.1.**, ANG will use equivalent positions, as appropriate.

1.9.4.7.3.1. Maintain appropriate documentation on activity levels and periodically evaluate program effectiveness.

1.9.4.7.3.2. Units requesting orientation flight support from other MAJCOMs will submit a request through their owning MAJCOM/A3 to the supporting MAJCOM/A3 for staffing and approval.

**Table 1.1. Orientation Flight Approval Authorities (by Type of Flight) (Note 1).**

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (Note 2)	SECAF via SAF/LL
2	Orientation flight	Federal government (U.S.), and equivalent foreign government officials (Note 5)	MAJCOM/CC (Notes 3, 4,
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (Notes 3, 4)
4		Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10.) (Note 5)	
5	Familiarization orientation flight	Foreign civilians (Notes 5, 10). See AFI 35-101 for foreign media flights.	AF/CV (Note 13)
6		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 5)	MAJCOM/CC (Notes 3, 4)
7		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 5)	HQ USAF/A3O-A
8		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 5)	MAJCOM/FOA/DRU/CC (Note 3) (May be delegated to NAF/CC and Center/CC)
9		Foreign nationals during participation in exercises sponsored or directed by: CJCS, Combatant Commanders, and USAF component commanders of the Combatant Commands, which include combined operations of U.S. and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (Notes 5a, 6) (Note 1 N/A)	MAJCOM/CC (Note 3) (May be delegated to the Deployed Forces Commander)

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 5a) (Note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1.) (Note 5)	AF/A3O-A
12		U.S. citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (Note 7)	MAJCOM/CC (Note 3)
13		Active-duty and Reserve Component military (all grades) and DoD civilian equivalents (all grades) (Note 15)	MAJCOM/A3 (Notes 3, 12, 15) (May be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (Notes 8, 14)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts (Note 12)	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (Note 9)	
18		Youth in Congressionally sanctioned, DoD-approved Youth Programs (Notes 10, 11)	
19	Incentive orientation flight	USAF active-duty and ARC military members (Note 15). See <b>paragraph 1.9.4.7.1.3.</b>	
20	Spouse orientation flight	Spouses of US active-duty and ARC military members. See <b>paragraph 1.9.4.7.1.4.</b>	
21	Orientation flights in non-USAF aircraft	Active-duty and Reserve Component military (all grades) and DoD civilian equivalents (all grades) (Note 15)	See <b>paragraph 1.11.3</b>
22	Point-to-point flights	Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapter 4) (Note 1); an exception to policy must be approved to permit point-to-point flights.	AF/CV (Note 13); SECAF for Line 1
23	Exceptions to policy/All other orientation flights	Not listed above	AF/CV (Note 13)

**NOTES:**

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996).
3. When aircraft are "chopped" or assigned to a gaining Combatant Commander, approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. Inform AF/CC, AF/A3/5, AF/A3O, AF/A3O-A, if approved.
5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Foreign government officials are equivalent to U.S. Federal government officials and do not include local government officials such as mayors, police chiefs, and other local officials who do not represent a foreign government at the national level. Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents".
  - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*.
  - b. Coordinate with the country director in the appropriate SAF/IA regional division (four-letter level), before approval, to ensure no political concerns exist that would prevent the flight. Contact SAF/IAR( ) on the Global address list at [saf.iar\\_@pentagon.af.mil](mailto:saf.iar_@pentagon.af.mil) (blank space is for regional division: Europe, Middle East, Pacific, etc.).
6. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
7. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
8. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
9. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
10. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights.
11. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Ref DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA.

Specific Public Law guidance applies, including Title 10 United States Code (USC), Section 2012, and Title 32 USC, Section 508.

12. Passengers on orientation flights under 18 years of age require parental approval in writing.
13. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. **NOTE:** Exception to policy authority delegated from AF/CC to AF/CV IAW AFI 24-101. Send exception to policy requests to AF/A3/5 with an info copy to AF/A3O-AT.
14. Cadets and midshipmen are authorized orientation flights while on leave status.
15. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from AF/A3O-AT.

#### 1.10. Authorization to Perform Inflight Duties in Air Force Aircraft.

1.10.1. To perform inflight or parachutist duties, members must be specifically authorized and required for the mission, physically qualified, and current in physiological training when required IAW AFI 11-403, *Aerospace Physiological Training Program*. (**Note:** See AFI 11-202V1 for guidance regarding physiological training requirements if member will be removed from flying status within four months following the expiration date of physiological training currency.) An aircrew member or parachutist in DNIF status will not perform inflight aircrew or parachutist duties. Unit commanders will restrict individuals from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders (including unit commanders) may authorize the following personnel to perform aircrew duties (as part of the authorized crew complement IAW AFI 65-503, *U.S. Air Force Cost and Planning Factors*, or required for the mission according to **Paragraph 3.3.** of this instruction) and operational support duties (IAW AFI 11-402) on board Air Force aircraft: (**NOTE:** For guidance applicable to parachutist members performing duties in Air Force aircraft, see AFI 11-410.)

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating or aviation badge, are on active AOs to take part in frequent and regular flights, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Unless ordered to perform mission-essential rated duties outside their normal aircrew specialty in direct support of MAJCOM (or equivalent) -approved operations, aircrew members will perform duty associated with their current aeronautical rating and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay or OFDA credit is not authorized.

1.10.1.1.1. (**Added**) When members are ordered to perform rated duties outside their current aeronautical rating and aircrew qualification, and in direct support of Combatant Command operations, commanders will ensure members are trained and qualified via AF Form 8 or AF Form 8a to perform other rated duties. Commanders will provide a memorandum to the member's servicing HARM office with full justification for the action. HARM personnel will file this memorandum permanently in the member's FRF and change the member's crew position to "Y" in ARMS (see also **Table A2.3.**). See AFI 11-421 for specific HARM actions.

1.10.1.2. Qualified non-rated officers and enlisted personnel of US military services on AOs, are required to perform mission essential inflight duties on a full time basis, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aircrew specialty and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay or OFDA credit is not authorized.

1.10.1.3. Operational support fliers on AOs and required to perform specific inflight duties on an occasional basis that cannot be accomplished by regularly assigned crew members, and other non-rated members on non-interference AOs (**Paragraphs 2.12.3. and 2.12.4.**) who fly occasionally to perform specific official inflight tasks. Flying solely for the purpose of qualifying for Hazardous Duty Incentive Pay is not authorized.

1.10.1.4. Personnel authorized by competent authority to receive instruction in aircrew duties at Air Force schools.

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications.

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract. The Squadron Aviation Resource Management office will keep a copy of contract on file.

1.10.1.7. Foreign nationals according to **Section 1C** of this instruction.

1.10.1.8. Cadets assigned to the US Air Force Academy, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) and Health Professions Scholarship Program (HPSP) students participating in aviation related activities, and Civil Air Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HARM offices will publish AOs for such cadets or students. Neither flying incentive pay nor flying duty credit is authorized, nor will aviation service dates be established.

1.10.1.9. Cadets assigned to the US Air Force Academy and Air Force ROTC cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on an AF Form 1887, *Aeronautical Order*, authorizing flying status while participating in approved USAFA flying programs. Cadets will not be entered into an operational ARMS database, an Aviation Service Code (ASC) will not be assigned, and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor OFDA credit is authorized.

1.10.2. Family members will not be assigned to airborne duty on the same aircraft for a given mission. Family member is defined as spouse, brother, sister, parent, and child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis, only when unusual conditions dictate.

## **1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft.**

1.11.1. With MAJCOM approval, aircrew members in active flying positions, and authorized operational support personnel, may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority that

controls the aircraft, the members are qualified or are authorized to receive training prior to qualification and, if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF aircrew member to operationally fly exists, which cannot be accomplished in USAF aircraft. For operational support flying, justification must show that qualified aircrew or operational support personnel of other (non-US Air Force) services or applicable organizations cannot perform such duties. Requests to fly solely for the purpose of qualifying for incentive pay or OFDA credit will not be approved.

**NOTES:**

1. MAJCOMs will identify approval authorities in MAJCOM Supplements. Authority may be delegated below the MAJCOM level.

2. If the aircrew member is not assigned/attached to a MAJCOM for flying duties (such as a Combatant Command with a geographic area of responsibility), the Air Force air operations element within that organization will accomplish the MAJCOM function.

3. **(Added)** For members who attend flying training that includes flights in non-USAF aircraft, the orders directing such activity constitute MAJCOM approval and satisfy validation requirements for **paragraph 1.11.1**. The member's servicing HARM office will file a copy of the orders in the member's flight record folder as the source document for authorization to fly in non-USAF aircraft.

4. **(Added)** Aircrew members will perform duties associated with their current aeronautical rating and aircrew qualification, or when specifically authorized to perform mission-related observation or evaluation duties. If a waiver is required to accommodate unique requirements, submit request IAW **paragraph 1.7.2**.

1.11.2. Performing duties in non-US Air Force aircraft does not remove military personnel from line-of-duty determination status. When aircrew members are not assigned to API 7 or API G coded positions, MAJCOMs will provide the member's HARM office with a letter of justification authorizing the member to perform official aircrew duties in non-US Air Force aircraft and log flying time IAW **Paragraph 3.3**. HARM offices will use this letter as the source document to assign an appropriate aircrew qualification code IAW **Table A3.1**.

1.11.3. **Orientation Flights in Non-US Air Force Aircraft.** MAJCOMs may authorize orientation flights in non-US Air Force aircraft for individuals within their command who are otherwise eligible to fly on US Government aircraft. This authority may be delegated, but not lower than wing commander or equivalent level. Prior to authorizing such flights, approving authorities will ensure a valid requirement exists. Obtain approval from the appropriate authority that controls the non-USAF aircraft. The approving office will clearly indicate to the non-USAF controlling authority and the foreign government (as applicable) that acceptance of an orientation flight does not infer that the USAF/US Government will extend a reciprocal invitation to non-USAF or foreign government (as applicable) personnel. Individuals will not log flight time on orientation flights. Flights do not satisfy flight pay or OFDA requirements.

1.11.4. **USAF Exchange Personnel.** See AFI 16-107, *International Personnel Exchange Program*, for additional guidance regarding USAF exchange personnel flying with foreign air forces.

## 1.12. Requirements for Pilots in Dual Controlled Aircraft.

1.12.1. Every flight in a dual-controlled aircraft requires two pilots with current qualification in the aircraft. Anytime an individual not fully qualified in the specific mission-design-series (MDS) occupies a pilot's seat with a set of controls, a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

1.12.1.1. If operational, command mission requirements, or MDS-specific instructions dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified as a pilot in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. For general officer flying, waiver authority to this guidance is AF/CC. **EXCEPTIONS:**

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, who are an integral part of the mission (e.g., Pararescue, Rangers, CCT, SEALs, etc.) and when their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. In order to accommodate training objectives or mission requirements, pilots (including non-current or unqualified pilots) and other aircrew members, when their presence is required by the training syllabus, authorized to obtain and maintain qualification in a particular MDS aircraft may occupy a pilot's seat for purposes of conducting training or accomplishing mission requirements when MEP are on board the aircraft.

1.12.2.2.1. During such times, if the pilot is non-current or unqualified, or another aircrew member is in a pilot's seat, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.2. Pilots and other aircrew members not authorized to obtain or maintain aircraft qualification will not occupy a seat with a set of controls with passengers or MEP on board.

1.12.2.3. Dual-control aircraft designated in the aircraft flight manual for single pilot operations in IMC/VMC flight may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical. In addition, the other pilot seat may be used for passengers and/or MEP as defined and directed by the MAJCOM. Under no circumstances will a passenger or MEP be given control of the aircraft.

1.12.2.4. **(Added)** General officers not qualified as a pilot in the specific type aircraft being flown may accomplish aircraft delivery flights, under the supervision of a current and qualified instructor pilot, with MEP on board the aircraft.

***Section 1C—Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft***

**1.13. Air Force Policy.** The foreign military personnel listed below are authorized to take part in flights in US Air Force aircraft. Other foreign military personnel (for example, air attachés, other representatives of foreign air forces in Washington, D.C., Foreign Military Sales [FMS] personnel and Military Assistance Program [MAP] personnel) must be advised to obtain a waiver of flying requirements from their government for the duration of their tour in the continental United States (CONUS).

1.13.1. Foreign officers who serve in the US Air Force under the exchange program described in AFI 16-107, *International Personnel Exchange Program (PEP)*, and are required to perform frequent and regular flights as part of their duties are given flying privileges according to this instruction.

1.13.2. Foreign military personnel who receive flight training at Air Force training installations are given flying privileges that correspond to their course of training.

1.13.3. Foreign military personnel assigned or attached to a US Air Force or a joint staff organization, whose duties require such flights as part of combined operations or exercises (such as Red Flag, Blue Flag, etc.).

1.13.4. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in flights of US Air Force aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), US Military Groups (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when: the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified US Air Force pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission.

1.13.5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements, IAW AFI 16-201.

1.13.6. If not otherwise provided for in this instruction, other foreign military personnel stationed at CONUS installations whose duties require them to fly in US Air Force aircraft must request approval according to **Paragraph 1.16.**

**1.14. Flight Authorizations.**

1.14.1. Air Force flying unit commanders may, within the preceding policy, authorize physically, physiologically, professionally, and administratively qualified military personnel of foreign nations to take part as aircrew members according to this instruction. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions, exchange officers, FMS personnel, and MAP trainees may serve as pilot in command of single-place, multi-place, or formations of aircraft provided they qualify for such duty according to the standards set for a US Air Force pilot.

1.14.2. Foreign military personnel must have official flying records and medical certifications in their possession when they request flight duties in US Air Force aircraft or report to a flying unit for these duties. After the request for flying is approved, the applicant must fulfill US Air Force physiological training requirements before flying.

1.14.2.1. Foreign military aircrew will be placed in the US Air Force Preventive Health Assessment cycle IAW AFI 48-123. Medical grounding management will be analogous to US Air Force standards. However, IAW NATO Standardization Agreement (STANAG) 3526 Aeromedical Working Group document (AMD) and Air Standardization Coordinating Committee (ASCC) agreements, NATO and ASCC allies' home nations will maintain waiver authority unless otherwise delegated in a Memorandum of Understanding.

1.14.3. Flights will be at the minimum level of difficulty consistent with performance of assigned duties. When possible, flights will not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MDS-specific aircrew training publications, whichever is greater.

#### **1.15. Procedures for Processing Requests That Require HQ USAF Approval.**

1.15.1. Except as provided in **Paragraphs 1.13.** and **1.14.**, foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, must submit a written request through the local base flight management activity and the proper MAJCOM to SAF/IAPD, Foreign Disclosure and Technology Transfer Division, 1080 Air Force Pentagon, Washington DC 20330-1080, in turn. The letter must include:

1.15.1.1. The name, grade, service identification number, and duty status of the applicant.

1.15.1.2. Certification of flight status, including rating and date of rating.

1.15.1.3. A brief summary of the individual's flight history including types of aircraft and number of hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time.

1.15.1.4. The minimum monthly and annual flight requirements of his or her country.

1.15.1.5. A statement that the applicant is required by his or her air service to fly in order to keep rated status, to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes, and that such flight requirements cannot be waived by the service authorities of his or her country.

1.15.1.6. A statement that US Air Force aircrew members are authorized reciprocal privileges in the applicant's country.

1.15.2. Base flight management activity endorsement must state the applicant's flight records are correct. It should include comments such as the base's resource capability to absorb the applicant within the local flying program.

1.15.3. The MAJCOM reviews the request and sends it to SAF/IAPD with comments and recommendations.

1.15.4. SAF/IAPD requests the foreign air attaché in Washington, DC to verify the information on the request and the applicant's statement of flying requirements, to advise

whether the requirements can be waived, and to affirm reciprocal flying privileges for US Air Force personnel. With this information, SAF/IAPD approves or disapproves the request subject to concurrence by the appropriate HQ USAF OPR (based upon type of aircraft), then advises the foreign attaché and the applicant through MAJCOM channels.

**1.16. Requests for Exception.** Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13-R to AF/A3O-A with an info copy to AF/A3O-AT. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility, according to **Table 1.1.**, provided all foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.

## Chapter 2

### AVIATION RESOURCE MANAGEMENT POLICIES

#### Section 2A—Flying Program

**2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program.** The rated officer and CEA inventory requires close management at all levels to ensure a high state of readiness is maintained with available resources. The authorized rated inventory includes pilots, navigators/combat systems operators (CSO) and air battle managers in the grade of lieutenant colonel and below. To manage these as well as other rated/CEA aircrew positions, API codes are assigned to identify these positions. **NOTE:** API codes 1-0 apply to all rated officers, and codes A-Z apply to CEA personnel (**Table 2.1.**).

2.1.1. Until the Military Personnel Data System (MilPDS) is modified to maintain API effective dates and interface this data to the ARMS database, HARM offices will enter the API effective date in ARMS. Upon receipt and validation of MilPDS interface API change, enter the effective date of the API change.

**Table 2.1. Aircrew Position Indicator (API) Codes (Note 8).**

API Codes	Explanation	Remarks
<b>1</b>	Pilot positions used primarily for cockpit duty.	See Note 1
<b>2</b>	Navigator/combat systems operator or observer positions used primarily for cockpit duty.	See Note 1
<b>3</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
<b>4</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
<b>5</b>	Flight surgeon positions. This code is restricted to AFSC 48XX, or 40C0C with an additional AFSC of 48XX.	See Notes 3, 4, and 5
<b>6</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbents to actively fly or perform OFDA-creditable ground based radar duties.	See Notes 2, 3 and 4
<b>7</b>	USAF officers not occupying a USAF rated position, but assigned to active flying duties in other than USAF units (exchange officers, etc.).	See Note 6
<b>8</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to actively fly or perform OFDA-creditable ground based radar duties.	See Notes 2, 3 and 4

API Codes	Explanation	Remarks
<b>9</b>	Air Battle Managers who are required to fly operationally or perform OFDA-creditable ground based radar duties.	Note 9
<b>0</b>	Rated officers assigned to non-rated duties and all non-rated officers.	See Note 7
<b>A</b>	CEA positions used for line flying unit with Primary Mission Assigned Inventory (PMAI) aircraft assigned.	See Note 1
<b>B</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbent to actively fly	See Notes 2, 3, and 4
<b>C</b>	Staff or supervisory positions at wing level and below that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
<b>D</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to fly.	See Notes 2, 3, and 4
<b>E</b>	Staff or supervisory positions above wing level that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
<b>F</b>	Crewmembers assigned to positions for OT&E, IOT & E, and FMS.	See Note 4
<b>G</b>	CEA not occupying a USAF position, but assigned to active flying duties in other than USAF units (exchange programs, etc.)	See Note 6
<b>Z</b>	Enlisted personnel not assigned to CEA duties and all non-CEA enlisted.	See Note 7

**NOTES:**

1. APIs 1, 2, and A are for officers and CEAs assigned to line flying positions or assigned to formal flying training programs. The primary duty of these crewmembers is flying.
2. API 3, 4, 6, 8, B, C, D, and E identify crewmembers assigned to supervisory or staff positions. These positions require aircrew expertise (API 3, 4, 6, 8, B, D, and E) and some require active flying (API 6, 8, B, and D) or ground based radar duties (API 6, 8).
3. If more than one crewmember is assigned to an API-5, 6, 8, B, and D position, only the primary designated incumbent will be assigned an active FAC/FSC code and fly. The MAJCOM/SGPA or higher will determine which flight surgeons are designated as the primary incumbent.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment, etc.), the replacement may also be authorized an active FAC/FSC code, provided the overlap is not more than 30 days. (Reference **para 1.4.2.1.1.**)

5. Qualified medical officers assigned to flight surgeon and pilot-physician, when not assigned to an operational flying squadron as a primary line flier, positions.
6. Officers/CEAs assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. API 0 and Z identify non-rated/non-CEA positions.
8. Do not assign an API code to separated (FSC P) or retired (FSC R) aircrew members. HARM offices will leave the API block on the AF Form 1887 blank for these individuals.
9. **(Added)** API 9 is for ABMs assigned to: 1) line flying positions, 2) formal flying training programs where the primary duty is operational flying, or 3) OFDA-creditable ground based radar duties.

**2.2. Flying Activity Codes.** Flying Activity Codes (FAC) detail the active or inactive flying activity for each duty position occupied by rated officers and CEAs (**Table 2.2.**).

**Table 2.2. Flying Activity Codes (FAC) (See Note below).**

<b>Flying Activity Codes</b>	<b>Approval Authority</b>	<b>Explanation</b>
<b>1</b>	<b>HARM</b>	<b>Force.</b> Officers in API 1, 2, 5, 7, and 9 coded positions not associated with formal flying training.
<b>2</b>	<b>HARM</b>	Instructors, supervisors, and students (API 1, 2, 6, 8, and 9) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent.
<b>3</b>	<b>HARM</b>	<b>Operational Supervisor.</b> Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly.
<b>4</b>	<b>AF/A3O-AT</b>	<b>Rated Supervisor.</b> Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
<b>5</b>	<b>AF/A3O-AT</b>	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
<b>6</b>	<b>MAJCOM/A3 (HARM)</b>	<b>Excepted Assignment.</b> Officers not eligible for FAC 1 through 5, whose current assignments require active temporary operational flying. MAJCOM/A3 approves the use of this code. <b>EXCEPTION:</b> Member's HARM office may assign FAC 6 to permit inactive aircrew to accomplish/maintain currency/qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API). Member's HARM office may also assign FAC 6 for members assigned to inactive flying positions but deployed to an active flying slot. See <b>paragraphs 2.4.1.6.1. and 2.4.1.6.2.</b>

Flying Activity Codes	Approval Authority	Explanation
7	HARM	<b>Inactive.</b> Rated Officers in inactive status (API 3 or 4). <b>EXCEPTION:</b> UFT students in API 0 positions.
8	HARM	<b>Inactive.</b> Rated Officers/CEAs performing inflight non-crew or inactive UAS duties.
9	AF/A3/5	<b>Pilot-Physicians.</b> Awarded by AF/A3/5 based on AF/SG recommendation. AFI 11-405 applies. See also <b>paragraph 2.10.3.</b>
	AF/A3O-AT	<b>Other.</b> Reserved for use only when directed by AF/A3O-AT.
0	HARM	Rated officers assigned to non-rated API 0 duties and not involving flying.
A	HARM	<b>Force.</b> CEAs in API A or G coded positions not associated with formal flying training.
B	HARM	Instructors, supervisors, and students (API A, B, or D) assigned to fly "TF" coded aircraft or training aircraft assigned to formal training units or equivalent.
C	HARM	<b>Operational Supervisor.</b> CEAs in API B, D or G coded positions not associated with formal flying training who actively fly.
D	HARM	CEAs assigned to AETC non-flying formal school position. (API C).
E	MAJCOM/A3 (HARM)	<b>Excepted Assignment.</b> CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary operational flying. MAJCOM/A3 approves the use of this code. <b>EXCEPTIONS:</b> Member's HARM office may assign FAC E to permit inactive aircrew to accomplish/maintain currency/qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API). Member's HARM office may also assign FAC E for CEAs assigned to inactive flying positions but deployed to an active flying slot. See <b>paragraphs 2.4.1.6.1. and 2.4.1.6.2.</b>
F	HARM	CEAs assigned to OT&E, IOT&E, and FMS positions (API F).
G	HARM	<b>Inactive.</b> CEAs in inactive status (API C, E, and Z).
H	AF/A3O-AT	<b>Other.</b> CEAs in 9G100 positions approved for operational or indoctrination flying. Other use only as directed by HQ USAF/A3O-AT.

**NOTE:** Do not assign a FAC to separated (FSC P) or retired (FSC R) aircrew members. HARM offices will leave the FAC block blank on the AF Form 1887 for these individuals.

**2.3. Aviation Service Codes (ASC)** . ASCs are two-character codes that indicate incentive pay entitlement and flying status. The first character of the ASC is the entitlement status code (ESC) (**Table 2.3.** and **Table 2.4.**) and identifies Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP) entitlement status. The second character is the Flying Status Code (FSC) and identifies the current flying status. The second character is numeric when the flier is disqualified or suspended (see **Table 2.5.**) or an alpha character for qualified individuals (see **Table 2.6.**). **Figure 2.1.** and **Figure 2.2.** indicate ACIP and CEFIP entitlement status, respectively.

**Table 2.3. ASC First Character (Entitlement Status Code [ESC], Rated Officers).**

<b>Aviation Career Incentive Act of 1974 Entitlement Status (First Character)</b>		<b>Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *</b>	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator systems operator, Air Battle Manager (ABM) or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, ABM, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 8 or 9 of the first 12 years of aviation service (Notes 1 and 2).
3	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.
4	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.

<b>Aviation Career Incentive Act of 1974 Entitlement Status (First Character)</b>		<b>Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *</b>	
5	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 8 or 9 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP. (Notes 1 , 2, and 3)
6	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet Department of Defense Financial Management Regulation (DoDFMR) flying requirements to be entitled to receive ACIP.	6*	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP. (Note 3)
7	Continuous ACIP terminated (25 years of aviation service, ESC 3 continuous status pay terminates, ESC 6 see below). A rated officer (other than flight surgeon) who has completed 25 years of aviation service. Officers in this status are not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDFMR flying requirements and <b>Table A2.3.</b>		

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
8	Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (API-5 position), and qualifies for conditional ACIP under DoDFMR flying requirements.		
9	Conditional HDIP. A non-rated crewmember (officer or enlisted) or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDFMR flying or jump requirements.		
0	Disqualified, Suspended or Non-Interference Flier (No ACIP/HDIP/ CEFIP authorized). An individual disqualified or suspended from aviation/ parachutist service according to AFI 11-402, or a non-aircrew member assigned to non-interference flying duties IAW <b>paragraph 2.12.4.</b> of this instruction.		

**NOTES:**

1. IAW FY 96 National Defense Authorization Act (NDAA), any rated officer (except Flight Surgeons) who completed, or will complete, 12 years of aviation service on, or after 10 Feb 1996, must perform 8 years or more of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service.

2. IAW FY 96 NDAA, rated officers subject to the ACIA of 1989 who completed 12 or more years of aviation service prior to 10 Feb 1996 must have performed at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. 3. The DoDFMR flight requirement for conditional status fliers is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

**Table 2.4. ASC First Character (Entitlement Status Code [ESC], Career Enlisted Aviators).**

<b>Career Enlisted Flyer Incentive Pay Act of 1999 Entitlement Status Code (First Character)</b>	
A	Continuous CEFIP (0 to 10 years). A CEA who has up to 10 years of aviation service.
B	Continuous CEFIP (10 to 15 years). A CEA who has 10 to 15 years of aviation service and has performed operational flying duties for at least 6 of the first 10 years of aviation service.
C	Continuous CEFIP (15 to 20 years). A CEA who has 15 to 20 years of aviation service and has performed operational flying duties for at least 9 of the first 15 years of aviation service.
D	Continuous CEFIP (20 to 25 years). A CEA who has 20 to 25 years of aviation service and has performed operational flying duties for at least 14 of the first 20 years of aviation service.
E	Conditional CEFIP (10 to 15 years). A CEA who has from 10 to 15 years of aviation service and who did not perform operational flying duties for at least 6 of the first 10 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
F	Conditional CEFIP (15 to 20 years). A CEA who has from 15 to 20 years of aviation service and who did not perform operational flying duties for at least 9 of the first 15 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
G	Conditional CEFIP (20 to 25 years). A CEA who has from 20 to 25 years of aviation service and who did not perform operational flying duties for at least 14 of the first 20 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
H	Continuous CEFIP terminated. A CEA who has completed 25 years of aviation service. This CEA is not entitled to receive continuous CEFIP, but may be entitled to receive conditional CEFIP if assigned to operational flying duties.

**NOTE:**

The DoDFMR flight requirement is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

Figure 2.1. ACIP Entitlement Status, (Rated Officers).

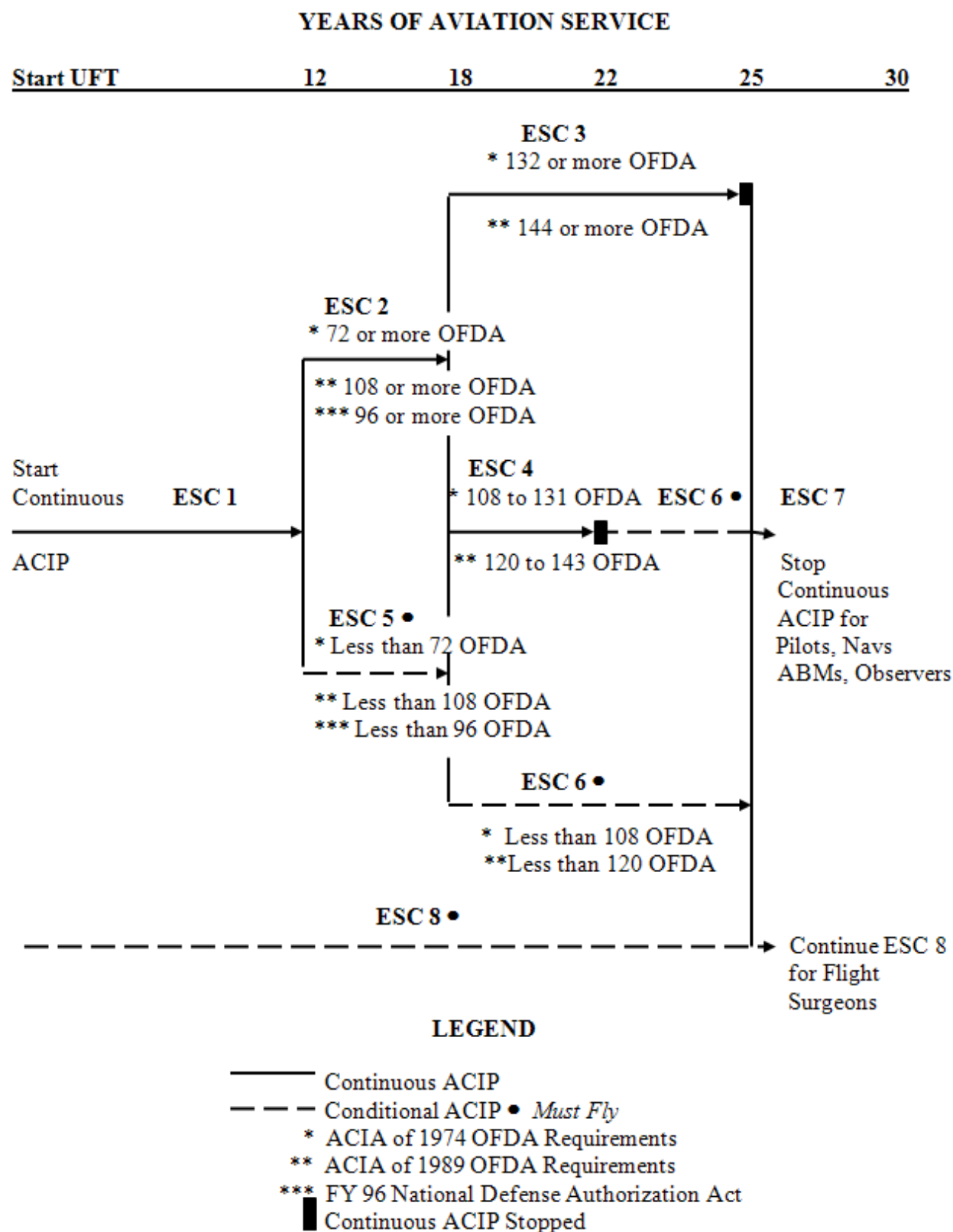
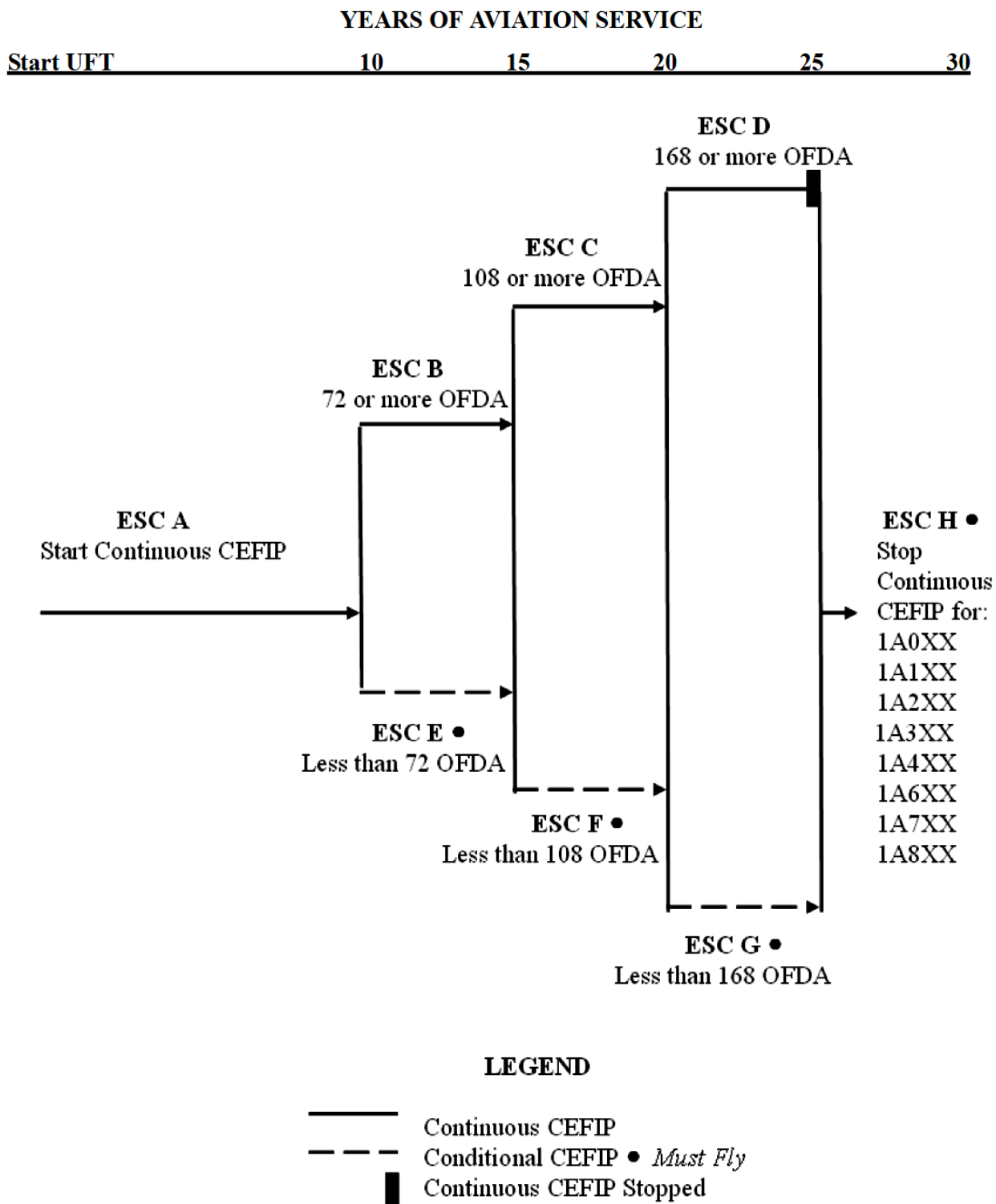


Figure 2.2. CEFIP Entitlement Status (Career Enlisted Aviators).



**Table 2.5. ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status).**

<b>ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)</b>	
0	<b>Disqualified.</b> Administrative Reasons.
1	<b>Disqualified.</b> Fear of Flying.
2	Reserved for future use.
3	<b>Disqualified.</b> Medical disqualification.
4	<b>Suspended.</b> Permanent disqualification action pending. (HARM office will not assign for more than 180 days without MAJCOM approval.)
5	<b>Disqualified.</b> Flying Evaluation Board (FEB)/Aircrew Evaluation Board (AEB), or failure of non-rated aircrew member to attain aircrew qualification.
6	Flying (rated/CEA trainee and operational support) or jump requirement terminated. (Note)
7	Reserved for future use.
8	<b>Disqualified.</b> Voluntary request.
9	Air Force Educational Leave of Absence (AFELOA). (Includes excess leave program; formerly known as "Bootstrap")

**NOTE:**

HARM offices will change a nonrated/non-CEA member's ASC from 9E to 06 when the member is no longer assigned to an authorized jump position (--as applicable, this includes the period during which enlisted parachutists attend Officer Training School). For members in ASC 9D authorized to perform both jump/fly duties and either is terminated, see **Table 2.6.**, Note 5.

**Table 2.6. ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (Note 1).**

A	<b>Active-Operational Flying.</b> A rated officer or CEA assigned to operational flying duties (excluding Undergraduate Flying Training students), and aircrew members with approved FAC 4, 5, 6, E and H waivers.
B	<b>Active-ABM Ground Based Radar Duty.</b> An ABM assigned to OFDA-creditable ground based radar duties.
C	<b>Active-Operational Support (Non-crewmember).</b> An individual required to perform essential in-flight non-crew duties (not considered rated, CEA, or other nonrated aircrew duties) that cannot be performed by an aircrew member in that aircraft's crew complement,

	IAW AFI 65-503.
D	<b>Active-Non-rated/Non-CEA Aircrew Member.</b> A qualified non-rated aircrew member authorized to perform aircrew duties IAW AFIs 65-503, 11-401 and 11-402. (Note 5.)
E	<b>Active-Parachutist.</b> A qualified non-rated/non-CEA member assigned to a valid jump DAFSC position, or in training leading to assignment against a valid jump DAFSC position, ordered to perform parachute jump duty. (Note 5.)
G	<b>Active-Grounded.</b> An aircrew member assigned to operational flying duties not involving flying for a period anticipated lasting over 30 days. Assignment to FSC G will not preclude reassigning the individual to FSC S when appropriate. (Note 2.)
H	<b>Inactive-Double Billeted.</b> Assign FSC H to a rated officer or CEA double billeted against an active staff API 5, 6, 8, B, or D position (see <b>paragraph 1.4.2.1.</b> and <b>Table 2.1</b> , Note 3). Assign FSC H to nonrated/non-CEA aircrew members double billeted against an active flying position in excess of 90 days. (See AFI 11-402).
J	<b>Inactive-Restricted.</b> Assign FSC J to an aircrew member restricted from active flying while assigned to a non-operational flying position (includes FAC 8 fliers.) This action terminates incentive pay entitlement for an aircrew member or parachutist in conditional incentive pay status. (Note 5.)
K	<b>Inactive-Lack of Support Capability.</b> Aircrew member assigned to an active API who is not flying due to lack of support capability. Assign FSC K to aircrew members assigned to an active API who are deployed to a non-flying assignment, effective upon deployment. (See <b>paragraphs 1.3.5, 1.4.1.9, and 2.8.4</b> )
L	<b>Inactive-School (Academic).</b> A crewmember/parachutist assigned to a non-flying/non-jumping course of instruction lasting 180 days or longer. This action terminates incentive pay entitlement for an aircrew member or parachutist in conditional incentive pay status.
P	<b>Inactive-Separated.</b> An active duty or ARC rated officer or CEA removed from aviation service on separation from his or her respective service. (Note 4.)
R	<b>Inactive-Retired.</b> An active duty or ARC rated officer or CEA removed from aviation service on retirement from his or her respective service. (Note 4.)
S	<b>Inactive-Nonperformance.</b> A rated officer or CEA assigned to operational flying duties ( <b>paragraph 2.7</b> ) who did not accomplish OFDA requirements. (Note 3.) Unit commanders must have MAJCOM/A3T approval for members to remain in "S" status for longer than 180 days (except if member is DNIF). Copy of approval must be sent to the HARM office. Unit commanders must have MAJCOM/A3 approval for a rated officer or CEA assigned to operational flying duties to remain in "S" status for longer than 365 days. Ensure the HARM office receives a copy of the 180-day and/or 365-day "S" status approval, as applicable. <b>NOTE:</b> If the member is DNIF for longer than 365 days, see AFI 11-402.
T	<b>Inactive-Indoctrination Flier.</b> A rated officer or CEA incumbent assigned to an inactive rated/ CEA position (or rated inventory "P" or "N" prefixed DAFSC) in a non-operational flying position approved to fly as an indoctrination flier. Not authorized for API 0 or Z,

	except as specified in <b>paragraph 2.16.7.</b>
U	<b>Active-Flying Training Student (Undergraduate).</b> A medically qualified officer undergoing flying training leading to the award of an aeronautical rating or career enlisted aviator undergoing flying training leading to the award of CEA badge.
V	<b>Inactive-Remote Pilot.</b> Pilot, navigator, or ABM assigned to UAS duties (not approved by CSAF for OFDA credit).
W	<b>Non-Interference Flier (Non-crewmember).</b> Non-rated/non-CEA members, non-crew commanders placed on non-interference AOs IAW <b>paragraph 2.12.4.</b> Includes UAS Sensor Operators, and other members approved by AF/A3O-AT.
X	<b>Active-Pipeline.</b> An Undergraduate Flying Training (UFT) graduate from the date of graduation from pilot, CSO, Air Battle Manager, CEA, or observer training until the sign-in date at the operational duty assignment following completion of formal (Education and Training Course Announcements [ETCA]) primary aircraft training.
Z	<b>Active-Remote Pilot.</b> Pilot, navigator, or ABM assigned to UAS approved by AF/CC for OFDA credit and performing operational UAS duties

**NOTES:**

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the unit commander determines that no flying support capability exists for these officers, assign an inactive FSC. All rated aircrew members assigned to non-flying duties or non-rated flying are restricted from active rated flying. MAJCOMs assign support-flying priorities according to **paragraph 2.9.** when adequate resources are lacking.
2. ARMS automatically generates an FSC change for ASC G; no AO is required.
3. Do not process non-performance AOs for rated officers after 18 years of aviation service or CEAs after 20 years of aviation service. Refer to AFIs 11-202, Vol 1, and 11-402 flying evaluation board requirement procedures, for members assigned to active flying positions who do not fly for extended periods for reasons within their control.
4. HARM offices will process an AO to assign FSC P or R effective the date of the separation or retirement orders, update ARMS, and terminate flight pay (if applicable). ARC members entering a PAS Code starting with S7 will be assigned FSC P or FSC R upon effective date of orders.
5. When nonrated/non-CEA members are assigned to a dual-coded flying/jump position, assign FSC D. When no longer assigned to the dual-coded jump/flying position, change the member's FSC from D to J. When a member is re-assigned from a dual-coded position to a jump DAFSC (or J prefixed position) only, change the member's FSC to E.

**2.4. Aviation Service Code (ASC), and Flying Activity Code (FAC) Effective Dates.**

2.4.1. Flying or parachuting duties, OFDA credit, and incentive pay start on the ASC effective date. Incentive pay terminates the day prior to a suspension, disqualification, or termination ASC effective date. Assign the ASC effective date as follows:

2.4.1.1. Use 1 June 1974 for officers rated before 1 June 1974.

2.4.1.2. Use the individual's aviation service date for medically qualified officers and CEAs entering formal Undergraduate Flying Training (UFT) or approved local initial qualification training (IQT) flying training courses where flying is part of the course. This date cannot be prior to member meeting qualification requirements IAW AFI 11-402.

2.4.1.3. Use the day after DDLDS from the losing organization for a PCS move that requires an ASC change. This includes inactive officers who require active AOs to attend formal flying training TDY enroute to PCS to an active flying assignment.

**EXCEPTIONS:**

2.4.1.3.1. Use the day a rated officer or CEA UFT graduate signs in to the operational unit at the permanent base following initial qualification training to change the FSC from "X" to "A."

2.4.1.3.2. Use the day after departing the TDY location where initial qualification was completed to change FSC "X" to "A" when an officer/CEA UFT graduate changed base locations to his or her first operational duty assignment following completion of UFT, then later completed initial qualification training at another location.

2.4.1.3.3. Officer/CEA UFT graduates assigned to operational duty after UFT and then entered into in-unit or formal training leading to initial qualification in the primary aircraft will retain FSC X until completion of training as documented by a flight evaluation, AF Form 8, *Certificate of Aircrew Qualification*, or AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*. The unit will submit an AF Form 4324 or an AF Form 1522 (documenting the basic qualification) to the HARM office to publish the AO.

2.4.1.3.4. A previously rated officer or CEA returning to another UFT course will maintain their current ASC until the UFT class-start date. For example: Captain Lopez, a rated navigator with a current ASC of 1A is selected to attend pilot UFT. Captain Lopez has a PCS assignment to Laughlin AFB to attend UPT and departs Robins AFB on 5 Sep 05. The UFT class-start date is 15 Sep 05. The Laughlin HARM office changes Captain Lopez's ASC from 1A to 1U effective 15 Sep 05.

2.4.1.3.5. Use the date an officer/CEA completes an in-unit or formal qualification training course (combined UFT/MQT) at the permanent duty station, as documented by an AF Form 8/8a evaluation, to publish an AO to change the member's FSC from "U" to "X." Publish an AO to change the member's FSC from "X" to "A" effective one calendar day after the effective date of the AF Form 8/8a.

2.4.1.4. Use the latest UFT graduation date to publish the ASC change from 1U to 1X (rated) or AU to AX (CEA). The UFT HARM office will publish the AO. For CEA UFTs without a formal graduation, use the effective date of the AF Form 8/8a.

2.4.1.5. Use the formal jump school training (leading to the basic parachutist rating) class start date as the AO effective date to initiate Air Force parachutist service for members initially assigned to an authorized jump ("J" prefix AFSC or AFSC 1C2XX, 1T2XX, 13DXX, 1T0XX, and 1W0XXC) UMD position. HARM offices may use TDY orders or formal training notification to jump school to process initial AO prior to the member attending training.

2.4.1.5.1. HARM offices will publish AOs for parachutists to attend HALO (High Altitude Low Opening) school prior to the member attending school, effective the class start date. Member must be on competent orders for that type of jumping and AOs must specify the type of pay (HALO). HALO pay will not start until the member performs a HALO jump. Once the member performs a HALO jump, HALO pay is authorized from effective date of the AO forward (if otherwise qualified). If the member does not complete the course, HALO pay terminates on the day the member is disenrolled from class. A new AO must be published effective the day after disenrollment to reinstate Static Line HDIP (if member returns to previous jump duty) or previous ASC held (prior to the class).

2.4.1.5.2. For members approved to attend a formal jump course prior to an approved assignment (PCS or PCA) to a "J" prefixed AFSC or jump inherent DAFSC, the HARM office will publish an AO authorizing jump status effective the class start date. HARM offices will process an AO assigning ASC 06 effective one day after the course completion date. Member's gaining HARM office will publish an AO authorizing active jump status again, once the member is officially assigned to the billet.

2.4.1.6. Use the duty effective date for a change in duty that does not involve PCS but requires an ASC change (suspension/disqualification actions, flying waivers, etc.). For example: Member assigned to an inactive position approved for a Flying Activity Code (FAC) waiver to support a contingency or date a commander directs suspension/disqualification IAW AFI 11-402.

2.4.1.6.1. For inactive aircrew approved to attend a formal flying qualification or requalification course prior to PCS or PCA to an active flying position, the HARM office will publish an AO assigning FAC 6/E and FSC A effective on the class start date. For inactive aircrew deploying to positions requiring active flying, the HARM office will validate the requirement to fly utilizing the member's deployment order and publish an AO assigning FAC 6/E and FSC A for the duration of the deployment, effective on the member's report date or the member's training/requalification start date, whichever is earlier. All other uses of FAC 6/E must be approved by MAJCOM/A3. Approval authority may not be delegated below the MAJCOM level. (See **Table 2.2.**)

2.4.1.6.2. **(Added)** MAJCOM/A3T (or equivalent function) will coordinate on assignment of FAC 6/E in excess of 365 days and on any extensions that would continue assignment of FAC 6/E beyond 365 days.

2.4.1.7. For rated officers/CEAs required to perform air battle staff, airborne emergency actions officer, combat rescue officer, mission crew commander, RP, IIO, or other duties that do not fall under the operational support program, use the effective and termination dates of the duty orders to authorize FAC 8. FAC 8 terminates upon completion of flying duties. Rated or CEA personnel not already receiving ACIP or CEFIP are eligible to receive HDIP IAW AFI 11-421 for the duty period (if otherwise qualified); OFDA, ACIP and CEFIP are not authorized for these duties. Do not change the ASC for a rated officer or CEA. Assign ASC 9C for non-rated/non-CEA members who perform this duty.

2.4.1.8. Use the effective date of the new API code for a change from inactive flying status to active flying status or vice versa.

2.4.1.9. Rated officers. Use the anniversary date (same month and day) plus 12, 18, 22 (if applicable), and 25 years of aviation service when passing an OFDA milestone.

2.4.1.10. CEAs. Use the anniversary date (same month and day) plus 10, 15, 20, or 25 years of aviation service, when passing an OFDA milestone.

2.4.1.11. **Parachutists.** Publish AOs only for individuals assigned to authorized permanent (UMD "J" prefix or DAFSC 1C2XX, 1T2XX, 13DXX and 1T0XX) positions, on temporary or permissive jump status, or for USAFA cadets enrolled in approved jump programs. Process commander requests to initiate jump status IAW AFI 11-410. Process disqualification requests IAW AFI 11-402.

2.4.1.11.1. The AO effective date will be the date the member is assigned to a designated Unit Manpower Document (UMD) position that requires active jump status ("J" prefix DAFSC or AFSC 1C2XX, 1T2XX, 13DXX and 1T0XX) IAW AFI 11-410 without a PCS change, or the date a member is authorized attachment to another US military unit requiring active parachute duty. The HARM office publishes AOs, assigning ASC 9E for jump duty only or 9D if the member is assigned to duty that requires both aircrew and parachutist qualification IAW AFI 11-401. The AO must specify type of jump duty required and pay authorized.

2.4.1.11.2. For an officer/enlisted member qualified for parachutist service who is authorized temporary jump status IAW AFI 11-410, publish an AO with a start date established in the commander's request letter and with a termination date not to exceed 180 days. For example, a qualified parachutist, currently not assigned to a "J" coded UMD position is approved to provide manning assistance on a Joint Readiness Exercise from 19 Jul 05 through 23 Sep 05. The HARM office would publish an AO effective 19 July 05, with a termination date of 23 Sep 05. AO remarks will reference approval letter justification.

2.4.1.11.3. For an officer/enlisted member authorized permissive jump status IAW AFI 11-410, publish an AO with a start date established in the commander's request letter; the termination date will not exceed 12 months. Do not change the ASC or authorize HDIP.

2.4.1.11.4. If a parachutist reenlists without a break in service, publish a new AO to change only the termination date. If otherwise qualified, incentive pay and badge creditable months continue through this period.

2.4.1.11.5. Publish a new AO when type of jump duty changes (static/HALO). Member must be required to perform HALO duty to be eligible for the HALO incentive pay rate. This includes attending HALO school (reference **Paragraph 2.4.1.5.1.**). If a member is in a HALO-authorized manning position and departs PCS to a position that does not require HALO jumping, publish a new AO authorizing static jumping/pay only.

2.4.1.11.6. Use the day a member is no longer assigned to an authorized UMD parachutist position ("J" prefix, AFSC or AFSC 1C2XX, 1T2XX, 13DXX and

1T0XX) IAW AFI 11-410 to assign ASC 06 (Conditional HDIP—Flying/Jump requirement terminated) at the same duty location. This includes members who retrain out of parachutist duties or members who are assigned to a unit that has no available jump authorizations (manning in excess of total UMD authorizations).

2.4.1.11.7. Use the day after departed last duty station or jump school for members who PCS to a base without an available UMD parachutist position ("J" prefix, AFSC or AFSC 1C2XX, 1T2XX, 13DXX and 1T0XX) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP—Flying/Jump requirements terminated).

2.4.1.11.8. HARM offices will publish AOs for USAFA cadets and other approved Air Force members participating in jump related duties as part of the USAFA Airmanship Program. Use the effective date of entry to the USAFA Airmanship Program. The effective period of the AO authorizing parachutist service is limited to the period of training at the USAFA. Do not assign an aviation service code. Leave the ASC section of the AO blank. Neither jump duty credit nor jump incentive pay are authorized.

2.4.1.12. **Non-rated officer and non-CEA enlisted aircrew members.** The effective period of an AO authorizing aviation service as a non-rated aircrew member is limited by the member's duty availability. The member must be assigned to an aircrew-prefixed manpower position on the UMD. For members initially beginning aviation status, the AO effective date is the date the member is certified for aircrew duty and is entered into a formal school where in-flight duties (not observation) are part of the course curriculum. **Example:** On 1 Jun 05, a member reported to the base for aircrew duty. On 15 Jun 05, the commander certified eligibility and assigned the member to an aircrew-prefixed manpower position on the UMD. On 1 Jul 05, the member commenced TDY to begin formal flying training. The initial AO effective date is 1 July 05. For in-unit initial training, the AO is effective when formal in-flight flying training begins after being assigned to an authorized aircrew position within a unit. For example: On 1 May 05, a member reported to a base for aircrew duty. On 15 May 05, the commander certified eligibility, assigned the member to the appropriate UMD aircrew prefixed DAFSC, and notified the HARM office of in-flight training start date. On 20 May 05, the member began formal in-unit flying training. The AO effective date is 20 May 05; however, the initial training must lead toward initial qualification.

2.4.1.12.1. For previous non-rated/non-CEA inactive aircrew members assigned to an active flying position at the gaining unit, HARM offices will assign ASC 9D (Active Non-rated Aircrew Member) effective one day after member departed last duty station, providing the member is qualified for aircrew duty and is assigned to an authorized non-rated/non-CEA aircrew "X," "K," or "Q" UMD DAFSC position, not occupied by another active flyer. If there was no PCS involved, use the effective date of duty (if otherwise qualified). See AFI 11-402 for limitations on exceeding UMD manpower authorizations for non-rated/non-CEA aircrew positions.

2.4.1.12.2. Use the date the non-rated/non-CEA aircrew member is no longer assigned to an authorized aircrew "X," "K," or "Q" prefixed UMD manpower position

to terminate aviation service and assign ASC 9J (Inactive-Restricted). This paragraph also applies to members approved for retraining.

2.4.1.12.3. If a non-rated aircrew member reenlists without a break in service, publish a new AO to change only the termination date. If otherwise qualified, incentive pay and badge creditable months continue through this period.

2.4.1.13. **Operational Support Members.** IAW AFI 11-402, use the effective date when man-months are authorized, not to exceed a one-month period.

**2.5. Operational Flying Duty.** Operational flying duty is flying duty performed under competent orders while serving in assignments in which flying skills are maintained in the performance of assigned duties. The *Aviation Career Incentive Act of 1974*, the *Aviation Career Improvement Act of 1989*, and the FY 1996 *National Defense Authorization Act* established months of operational flying duty accumulation (OFDA) required for entitlement to continuous monthly incentive pay for specific years of aviation service. Current legal authority is established in the US Code. **Table 2.7.** shows OFDA requirements for each of the establishing acts.

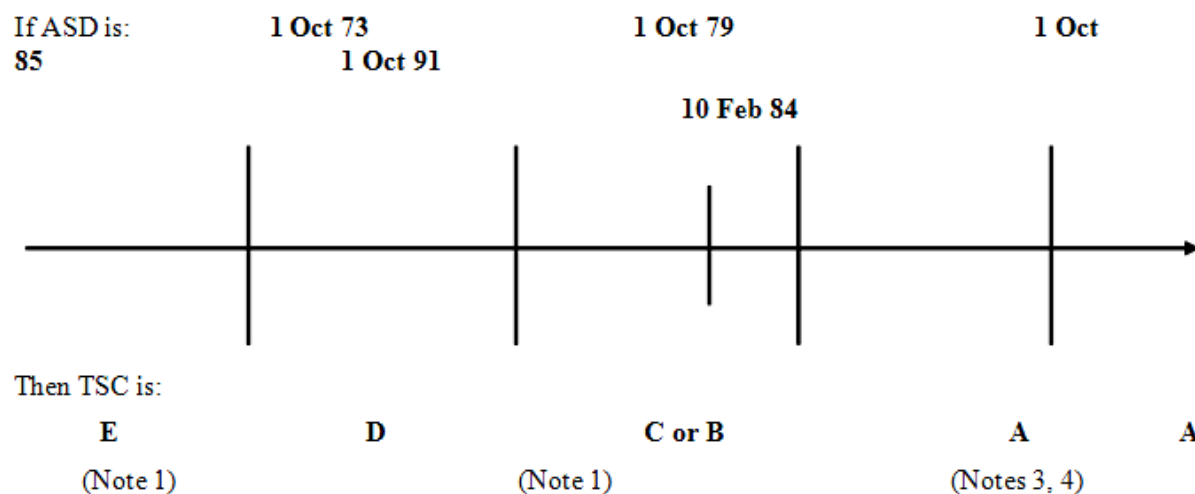
**Table 2.7. ACIA/NDAA Requirements.**

ACIA/NDAA	OFDA Requirement/Milestone	Entitlement
ACIA OF 1974	72 mos (12 yrs of aviation svc)	Continuous ACIP until 18 yrs of aviation service
	108 mos (18 yrs of aviation svc)	Continuous ACIP until 22 yrs from OSD
	132 mos (18 yrs of aviation svc):	Continuous ACIP until 25 yrs from OSD
ACIA of 1989	108 mos (12 yrs of aviation svc)	Continuous ACIP until 18 yrs of aviation service
	120 mos (18 yrs of aviation svc)	Continuous ACIP until 22 yr OSD/ASD
	144 mos (18 yrs of aviation svc)	Continuous ACIP until 25 yrs from OSD/ASD
NDAA of 1996 (ACIP)	96 mos (12 yrs of aviation svc)	Continuous ACIP until 18 yrs of aviation service
	120 mos (18 yrs of aviation svc)	Continuous ACIP until 22 yrs from OSD/ASD
	144 mos (18 yrs of aviation svc)	Continuous ACIP until 25 yrs from OSD/ASD

**2.6. Transition Status Codes (TSC).** Transition Status Codes were established to track the OFDA requirements for rated officers affected by the *Aviation Career Incentive Act of 1974*, the *Aviation Career Improvement Act of 1989*, and the *FY 1996 National Defense Authorization Act*. **Table 2.8.** lists and defines TSCs. **Figure 2.3.** provides a timeline chart based on aviation service dates and provides additional guidance to aid in determining a member's TSC. **Table 2.9.** shows OFDA requirements based on the member's TSC.

**Table 2.8. Transition Status Codes (TSC).**

<b>TSC Codes</b>	<b>Explanation</b>
A	Officers who had less than 6 years of aviation service as of 1 October 1991
B	Officers who had at least 6, but less than 12 years of aviation service and accrued less than 72 months of OFDA as of 1 October 1991.
C	Officers who had at least 6, but less than 12 years of aviation service and accrued 72 months or more of OFDA as of 1 October 1991.
D	Officers who had at least 12, but less than 18 years of aviation service as of 1 October 1991.
E	Officers who had 18 years or more of aviation service as of 1 October 1991.

**Figure 2.3. TSC Timeline Chart.**

1. Aircrew members assigned TSC "D" or "E" are grandfathered under the ACIA of 1974.
2. Aircrew members assigned TSC "A" require 96 months OFDA at 12 years to receive continuous pay until 18 years, and 120 or 144 months OFDA at 18 years to receive continuous ACIP until 22 years or 25 years respectively.
3. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated at least 72 months of OFDA as of 1 Oct 1991, are assigned TSC "C".

Example A. If a member in this status accumulated 72-107 months OFDA as of 1 Oct 1991, he/she was entitled to continuous ACIP until 18 years.

Example B. If the member accumulated 108-131 months OFDA as of 1 Oct 1991, he/she was entitled to continuous ACIP until 22 years.

Example C. If the member accumulated at least 132 months OFDA as of 1 Oct 1991, he/she was entitled to continuous ACIP until 25 years.

Example D. Members assigned TSC "C" with less than 132 months OFDA as of 1 Oct 1991, were reviewed again at 18 years to determine appropriate incentive pay action.

4. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated less than 72 months of OFDA as of 1 Oct 1991, were assigned TSC "B."

Example A. Members assigned TSC "B," with an ASD of 2 Oct 1979 – 9 Feb 1984 inclusive, require 108 months OFDA at the 12-year point to receive continuous ACIP until 18 years.

Example B. Members assigned TSC "B," with an ASD of 10 Feb 1984 or after, require 96 months OFDA at the 12-year point to receive continuous ACIP until 18 years.

Example C. Members assigned TSC "B" who did not meet the 12-year requirement, but accumulated at least 72 months OFDA at the 12-year point, were assigned ASC "5Y" and were reviewed again at the 15-year point.

**Table 2.9. OFDA Requirements Based on TSC.**

<b>TSC</b>	<b>OFDA Months Required (See Para.2.7.2)</b>	<b>Aviation Service (AS)</b>	<b>Continuous ACIP Through</b>
A	96	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
B (Note 1)	96 or 108	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
C (Note 2)	72 <108	12 Years (1 Oct 91)	18 Years AS
Ex. A	120	18 Years	22 Years AS
	144	18 Years	25 Years AS

TSC	OFDA Months Required (See Para.2.7.2)	Aviation Service (AS)	Continuous ACIP Through
Ex. B	108<132	18 years (1Oct 91)	22 Years AS
Ex. B	144	18 Years	25 Years AS
Ex. C	132	18 Years (1Oct 91)	25 Years AS
D (Note 3)	72	12 Years	18 Years AS
	108	18 Years	22 Years AS
	132	18 Years	25 Years AS
E (Note 3)	108	18 Years	22 Years AS
	132	18 Years	25 Years AS

**2.7. Rated Officer and Career Enlisted Aviator Operational Flying Duty.** To control the award of operational flying duty credit required by public law, HARM offices must assign active operational fliers (FSC A) who fail to perform flying duties to a temporary status, FSC S (Inactive-Nonperformance) effective the first day of the fourth month of inactivity. FSC S will remain valid until: the member accomplishes an OFDA-creditable flight; is disqualified for Aviation Service; or is reassigned to non-flying duty. Active rated officers and CEAs recommended for DNIF are identified in ARMS by a physical availability date and code. When the DNIF is expected to last more than 30 days or has lasted for 30 days, ARMS automatically reports the member on the Consolidated Headquarters Aviation Resource Management System interface as FSC G. (The FSC G is for reporting purposes only.) An AO change is not necessary. Members continue to accumulate OFDA credit until FSC S applies.

2.7.1. As defined by public law, operational flying duty is flying performed under competent orders by rated or designated members while serving in assignments in which basic flying skills are normally maintained in the performance of assigned duties as determined by the Secretary concerned, and flying performed by members in training that leads to the award of an aeronautical rating or designation. Rated officers and CEAs must attain and maintain, as a minimum, basic aircraft qualification in mission or support aircraft. One of the following indicates the need to fly:

2.7.1.1. The assigned API code associated with a specific position.

2.7.1.2. Assignment to a formal course of flying instruction.

2.7.1.3. A case-by-case determination by AF/A3O-A when unusual circumstances dictate.

2.7.2. The requirement for the Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the *Aviation Career Incentive Act* of

1974, the *Aviation Career Improvement Act of 1989*, the FY 96 *National Defense Authorization Act* (NDAA), and the FY 99 NDAA. These acts established the criteria to determine eligibility for ACIP. The requirement to track flight activity of CEAs is based upon the FY 00 NDAA. Title 37 US Code, Chapter 5, Article 301a provides current public law guidance on ACIP and OFDA requirements.

2.7.2.1. The 1974 Act set standards of minimum experience necessary to receive ACIP: at least 72 months (6 years) of operational flying completed prior to the 12th year of aviation service and 108 months (9 years) of flying completed by the 18th year of aviation service. Individuals meeting these requirements were, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous ACIP until the 22nd year of officer service (using an individual's OSD), without meeting a specific flying performance standard. Members who completed at least 132 months (11 years) of operational flying by the 18th year of aviation service received, if otherwise qualified, continuous entitlement to ACIP until the 25th year of officer service. Those who failed to meet the standards were conditionally entitled to ACIP only through a minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties. In addition, rated officers with over 25 years of officer service (grade O-6 and below) and assigned to operational flying positions were eligible to receive conditional ACIP.

2.7.2.2. The 1989 Act modified the required OFDA months rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 108 months (9 years), 120 months (10 years), and 144 months (12 years) from the previous requirements of 72 months (6 years), 108 months (9 years), and 132 months (11 years). The effective date for the new criteria was 1 October 1991. On 1 October 1991, the USAF began transition to the new requirement structure and rated members were assigned Transition Status Codes (TSC) in order to determine OFDA requirements. Rated officers with ASDs of 1 October 1985 and later were required to meet the 9, 10, and 12-year OFDA requirements under the ACIA of 1989.

2.7.2.3. The FY 96 NDAA modified the requirements rated officers must achieve for ACIP entitlement established by the 1989 Act. The new law established revised OFDA requirements for rated members who completed, or would complete, 12 years of aviation service on or after 10 Feb 1996. Rated members assigned TSC A must have accumulated 8 years or more of OFDA months within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who completed 12 or more years of aviation service prior to 10 Feb 1996 must have accumulated at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who did not meet the applicable standard for entitlement to continuous ACIP remained entitled to conditional ACIP contingent upon meeting the monthly flying hour requirement.

2.7.2.4. The FY 99 NDAA changed the way ACIP entitlement was computed for all rated officers. Previously, eligibility determination was based on the anniversary of the Officer Service Date (OSD). The FY 99 NDAA changed eligibility determination to the anniversary of the ASD. This change did not apply to those aviators who had passed 22 or 25 years of OSD and had ACIP terminated under the ACIA of 1974.

2.7.2.5. The FY 00 NDAA set minimum experience levels required for CEAs to receive continuous CEFIP: at least 72 months (6 years) of operational flying completed prior to the 10year of aviation service, 108 months (9 years) of flying completed by the 15year of aviation service, and 168 months (14 years) completed by the 20year of aviation service. CEAs who meet these requirements and are medically, professionally and, if required, physiologically qualified, are entitled to continuous CEFIP until their 25year of aviation service and without regard to a specific flying performance standard. Members who fail to meet standards for entitlement to continuous CEFIP are entitled to conditional CEFIP if they are assigned to active operational flying duties and perform aircrew duties an average of four hours per month (two hours for ARC members) until they reach their next aviation service requirement point.

2.7.3. OFDA Computations. To receive credit for a month of OFDA, an individual must:

2.7.3.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties which are authorized OFDA credit in the current month or preceding three months.

2.7.3.1.1. (**Added**) After establishment of an ASD, ABMs assigned to OFDA-creditable ground based radar duties will receive OFDA credit for these duties.

2.7.3.2. Be assigned to rated/CEA in-flight or similar RP duties while assigned FSC A, U, X, or Z for at least 15 days within each calendar month that earned OFDA credit from the current month or previous three months. Rated officers or CEA members assigned to an active flying billet pending a PCS assignment to an inactive billet should sign out from the losing base after the 15day of the month in order to receive OFDA credit for that month. They must have also performed OFDA-creditable flying within three months of the departure month.

2.7.3.3. Have no more than 18 years of aviation service for rated officers and 20 years of aviation service for career enlisted aviators. **NOTE:** If required, members may accumulate badge-creditable OFDA months toward advanced rating criteria after the 18or 20year of aviation service. See AFI 11-402.

2.7.3.4. Individuals initially assigned to flying duty (FSC A) or returning to such duty from a disqualified or inactive status, other than FSC S, receive OFDA credit from the date of assignment of an active FSC. If such individuals do not fly within three months of that date, the HARM office will retroactively change the active FSC to FSC S, effective the day following the date of initial assignment of the active FSC. Deduct OFDA credit which began accruing with assignment of the original active FSC and terminate entitlement to OFDA credit. Assign an active FSC when flying begins, effective two months before the date of the first flight. OFDA credit resumes from that date. **EXAMPLE:** Captain Wiggins is assigned FSC A on 19 December but first flies on 17 April. On 20 March, the HARM changes the FSC A to FSC S, effective 20 December. Captain Wiggins accumulated three months OFDA credit for January, February, and March. (Do not credit December because Capt Wiggins was assigned an active FSC for less than 15 days during that month.) The FSC S action deducts the three months credited and stops further accumulation. On 17 April, change the FSC S to FSC A, effective 17

February. This retroactive change restarts OFDA credit. Do not award OFDA credit for February (less than 15 days assigned), but award credit for March and April. Credit continues to accumulate until the individual fails to perform for a period greater than three months.

2.7.3.5. When aircrew members who are actively flying prior to reaching 18 years (rated) and 20 years (CEA) of aviation service do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to "S" effective the first day of the fourth month following the month in which flying duties were last performed and stop OFDA credit. Change the FSC to "A" again effective the date of the member's next OFDA-creditable flight. Do not award retroactive credit. **EXAMPLE:** Lt Ostrowski flew on 14 May and did not fly again until 18 November: The HARM office assigns FSC S on 1 September. Credit OFDA for May, June, July, and August. The HARM office changes the FSC back to "A" on 18 November. There is no OFDA credit for November because the member was assigned FSC A for less than 15 days during that month. OFDA credit is not earned in September and October.

2.7.3.6. **(Added)** Unit commanders will notify the servicing HARM office when an ABM assigned to OFDA-creditable ground based radar duties prior to reaching 18 years of aviation service does not perform crew duties by the end of the third month following the month in which crew duties were last performed. HARM office personnel will change the member's FSC to S effective the first day of the fourth month following the month in which crew duties were last performed and stop OFDA credit. Change the FSC to B effective the date the member resumes crew duties. Do not award retroactive credit.

**2.8. OFDA Waivers.** Operational flying duty requirements for officers and CEAs are established by public law: Title 37, U.S. Code, Chapter 5. IAW AFI 36-2110, *Assignments*, it is Air Force policy that as many rated officers as possible complete at least 10 years (120 months) of operational flying by the 18th year of aviation service, however not all officers will fulfill the requirements to receive ACIP through 25 years of aviation service. For CEAs, Air Force policy is to manage CEAs to complete at least 9 years (108 months) of operational flying by the 15 year of aviation service; not all CEAs will fulfill the requirements to receive CEFIP through 25 years of aviation service. The Aviation Career Improvement Act of 1989 and FY 00 NDAA authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers and CEAs who are unable to meet their flying requirements due to reasons beyond their control. Each year, MAJCOM commanders may submit nominations for Lieutenant Colonels and below and SMSgts and below to AF/A3O-AT, for Colonels (and selectees) to AF/DPO, and for CMSgts (and selectees) to AF/DPE, for review and staffing to SECAF. To implement this program the following procedures apply:

2.8.1. Rated officers assigned TSCs A, B, C, and CEAs are eligible for OFDA waivers. Because TSC D and E rated officers were grandfathered to the pre-ACIA of 1989 OFDA requirements, they are not eligible for waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit to apply for a waiver. CEAs must accomplish at least 60 months (5 years) of operational flying during the first 10 years of aviation service, or 96 months (8 years) of operational flying duties during the first 15 years of aviation service to apply for a waiver. Officers and CEAs who have not accumulated the minimum number of months shown above are not eligible for waiver consideration. By direction of the SECAF,

third gate waivers, for individuals to receive ACIP or CEFIP through 25 years of aviation service when OFDA requirements have not been met, will not be considered.

2.8.1.1. When retroactive waivers are approved by SECAF for rated officers who obtain 72 months of OFDA credit after the 12th of aviation service, members will be authorized continuous entitlement to ACIP from the month in which they completed 72 months credit. (Members are not qualified for continuous entitlement prior to meeting qualification requirements.) **EXAMPLE:** Major Farrell reached his 12th year of aviation service on 18 January 04 and had accumulated 60 months of OFDA credit, 36 months short of the 12 year requirement, and was assigned ASC 5A, conditional entitlement status. Effective 17 January 05 he accumulated 72 months of OFDA and applied for a waiver of his 12th year requirement on that date. SECAF approved a 24-month OFDA waiver on 15 June 05 and Major Farrell's HARM office was directed to publish an AO changing Major Farrell's ASC from 5A to 2A and start continuous ACIP effective 17 January 05. **NOTE:** CEAs are not eligible for retroactive waivers.

2.8.1.2. For OFDA waiver requests submitted from the MAJCOM or equivalent, and approved by SECAF prior to loss of continuous pay, members will be authorized continuous entitlement to ACIP or CEFIP from the requirement anniversary date (if otherwise qualified).

2.8.1.3. For OFDA waiver requests submitted from the MAJCOM or equivalent, and approved by SECAF after the loss of continuous pay, members will be authorized entitlement to ACIP or CEFIP from the date the member submitted the original request to the first office in the member's MAJCOM or equivalent chain of command (if otherwise qualified). See also **Paragraph 2.8.9.**

2.8.2. MAJCOM commanders may submit OFDA waiver nominations only when the member failed to achieve requirements due to reasons beyond his or her control. Examples include, but are not limited to: banked UPT graduates, extended DNIFs, rated officers assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position prior to completion of 120 months of OFDA credit at 18 years of aviation service, rated officers assigned to non-flying duties necessary to comply with the requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law, and CEAs assigned to inactive flying billets to perform UAS sensor operator duties.

2.8.2.1. Officers and CEAs selected for highly competitive and nominative assignments merit OFDA waiver consideration, when those assignments are specifically responsible for rated officers and CEAs failing to accomplish OFDA requirements. Should such assignments jeopardize the achievement of OFDA requirements, place appropriate documentation in the member's personnel record. Documentation will include reasons why the member was assigned to a non-flying position (see **Paragraph 2.8.7.**).

2.8.3. Rated officers receiving acquisition bonus monies may not be eligible for OFDA waivers.

2.8.4. Months lost due to time spent under flying status code K (inactive--lack of support) do not meet OFDA waiver criteria unless the officer or CEA was assigned to a unit undergoing draw down or conversion to an aircraft in which the individual's specialty was not required

(i.e., an F-4 navigator assigned to a unit converting to single-place fighters), or when the unit aircraft was operationally grounded (**paragraph 1.3.2.**). Individuals must meet both K code and draw down, conversion, or grounding criteria to be considered for a waiver. **EXCEPTION:** Members in active flying assignments assigned flying status code K while deployed TDY to non-flying assignments IAW **Table 2.6.** are eligible for waiver consideration.

#### 2.8.5. (DELETED).

2.8.6. Individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position which would preclude the possibility of meeting OFDA requirements are not eligible for OFDA waivers (except as provided for in **paragraph 2.8.2.1.**). When an individual declines an opportunity to fly and is selected for a non-flying assignment, document this action in the member's personnel record, as specified in **Paragraph 2.8.7.** Reference the flying assignment that was declined.

2.8.7. AFPC, HQ USAF, or MAJCOM assignment officers, as applicable, will document that the above situations existed at the time of assignment to establish an audit trail. (MAJCOMs will verify flying status code K criteria.) This may then be used to verify why OFDA waiver candidates were unable to accomplish OFDA requirements.

2.8.8. MAJCOM commanders will forward OFDA waiver nominations for Lieutenant Colonels and below and SMSgts and below to AF/A3O-AT, for Colonels (and selectees) to HQ AF/DPO, and for CMSgts (and selectees) to AF/DPE. If submission is not warranted, MAJCOM commanders may deny requests.

2.8.9. Submit OFDA waiver requests to the servicing HARM office no earlier than the year prior to loss of flight pay. HARM offices will staff requests to the MAJCOM. For members assigned to Headquarters, USAF, submit waivers through the individual's supervisory chain of command (A1, A3, A4, etc.), then to A3O-AT, DPO, or DPE; submit waivers for Colonels to AF/CVA prior to routing to AF/DPO. For members not assigned to an Air Force MAJCOM (i.e. members assigned to organizations such as USCENTCOM, USPACOM, or USSTRATCOM), individuals will submit packages to their servicing Air Force HARM office, which will staff packages to the MAJCOM that is in the HARM office's chain of command. As a minimum, the submission will include the member's dated request letter, Aviation Service Worksheet, justification for OFDA request, Military Personnel Data System duty history (SURF), and any other documents to support justification. MAJCOMs will coordinate with AFPC to ensure support for packages when waivers are based on assignment actions. Packages forwarded to HAF for SECAF approval must also contain MAJCOM/CC (or equivalent) indorsement. It is the responsibility of the member submitting the OFDA waiver request to establish adequate justification for waiver consideration.

2.8.9.1. HARM offices will review the package for accuracy and validate eligibility criteria IAW this instruction. Review ARMS data/member's FRF to validate TSC code. Do not forward OFDA waiver request packages for members with TSC D or E. See also **Paragraph 2.8.1.**

2.8.9.2. Commanders ensure eligible members submit waiver packages within the year prior to the applicable aviation service point for which the member requests an OFDA waiver.

2.8.9.2.1. If a rated officer requests waiver of OFDA requirements, submit the package during: (a) the 11th year of aviation service for a waiver of the 12-year requirement or (b) the 17th year of aviation service for a waiver of the 18 year/120-month requirement.

2.8.9.2.2. If a CEA requests waiver of OFDA requirements, submit the package during: (a) the 9th year of aviation service for a waiver of the 10-year requirement or (b) the 14th year of aviation service for a waiver of the 15 year/108-month requirement.

2.8.10. Eligibility Criteria for Air Battle Manager OFDA waivers. In addition to meeting established criteria in this section (**paragraph 2.8**), an ABM must have an established ASD and be eligible to receive ACIP.

2.8.10.1. **(DELETED)**.

2.8.10.2. **(DELETED)**.

2.8.10.3. **(DELETED)**.

2.8.10.4. **(DELETED)**.

2.8.11. AF/A3O-AT, AF/DPO, or AF/DPE will verify that packages meet eligibility criteria. AF/A3O-AT (or AF/DPO/DPE) and AF/A1 staff representatives will review packages. If all offices concur, nominations will be forwarded through the HAF chain of command to SECDEF for consideration of an OFDA waiver. Packages that do not meet eligibility criteria will be returned to the MAJCOM. Waivers will be approved only for the minimum months required.

2.8.12. MAJCOMs are responsible to ensure each individual eligible for an OFDA waiver is considered for a waiver.

2.8.12.1. The MAJCOM OFDA waiver process must include Operations Staff (A3) and Personnel Staff (A1) to ensure compliance with all applicable regulations and laws. MAJCOMs will coordinate with AFPC/AFCMO to ensure support for packages when waivers are based on assignment actions. Each submission must include the items specified in **Paragraph 2.8.9.**, above.

2.8.12.2. Prior to MAJCOM/CC approval, MAJCOMs may send OFDA waiver packages to AF/A3O-AT, AF/DPO, or AF/DPE for an informal review. MAJCOMs will provide the initial review function. If the package needs revision, MAJCOMs will accomplish this prior to submission to HAF agencies. If requested, AF/A3O-AT, AF/DPO, or AF/DPE will provide a recommendation to the submitting MAJCOM staff with an assessment of the validity of each case.

2.8.13. AFRC and ANG will develop initial MAJCOM procedures for reviewing OFDA waiver packages. Following MAJCOM/CC approval, forward OFDA waiver packages to AF/A3O-AT, AF/DPO, or AF/DPE for processing and final action.

2.8.14. **(Added)** Individuals who receive an OFDA waiver are not eligible for a second OFDA waiver. For individuals who receive waivers, the specific eligibility requirement is waived for the member; members are not granted additional months of OFDA credit to meet the established requirement.

**2.9. Taking Part in Flying by Rated Officers.** Public law and DoD directives restrict active rated flying to officers in positions that require members to maintain flying skills. If certain SECAF approved mission requirements are more than the number of such officers locally assigned, a minimum number of other qualified members of the authorized rated inventory may also be assigned rated aircrew duties.

2.9.1. Flying duties are assigned in the following precedence:

2.9.1.1. API 1 or 2 officers assigned to support the weapon system crew ratio.

2.9.1.2. Student officers assigned to a formal course of flying training.

2.9.1.3. Officers assigned to positions coded API 6 or 8.

2.9.1.4. Officers assigned to positions at MAJCOM or FOA level or below coded API 3 or 4, or non-rated (API 0). Assign such officers to rated aircrew duties on the basis of the most recent aviation service date, if:

2.9.1.4.1. The assignment provides at least 24 months of local flying availability (12 months at short tour bases).

2.9.1.4.2. The flying assignment is to an approved operational support mission specifically designated by HQ USAF.

2.9.1.5. Crewmembers will not perform flight duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform official aircrew duties. **EXCEPTION:** Members on terminal leave, who are otherwise eligible to fly, may perform flight duties and participate in orientation flights.

2.9.2. Special Circumstances.

2.9.2.1. If special circumstances require active temporary operational flying that is not IAW **paragraph 2.9.1.**, MAJCOM/A3 may approve exceptions on an individual case basis (FAC 6/E waiver). See **Table 2.2.**

2.9.2.2. If special circumstances require rated officers to perform temporary in-flight non-rated or non-crew (operational support) duties, HARM offices will assign FAC 8. For rated officers who were in inactive status, publish an AO assigning FAC 8, FSC J, and include in the remarks section of AO: "Rated Officer assigned to perform in-flight non-rated (or non-crew) duties." Officers performing non-rated duties will log aircrew certification code "Z" on the AFTO Form 781; flight time does not count towards OFDA or ACIP entitlement.

2.9.3. Do not assign active flying duties to members scheduled for an academic instruction course of 180 days or longer. The HARM office will assign FSC L to these members.

2.9.4. Reserve officers not on extended active duty (EAD) may be assigned to inactive rated positions (API 3 or API 4).

2.9.4.1. Send requests for removing Reservists from flying to AFRC/A3TS (with copies to AF/REO and AF/A3O-AT) for approval.

2.9.4.2. Send requests for removing ANG personnel from flying to NGB/CF (with a copy to AF/A3O-AT) for approval.

2.9.5. **(Added)** Rated officers assigned to API-0 billets may fly on a non-interference basis when required. Incentive pay and OFDA credit are not authorized for non-interference flying. Members will not log flying time on the AFTO form 781. (See also paragraph 2.12.4.).

## 2.10. Flight Surgeon Flying Policy.

2.10.1. To be assigned to active flying status, a flight surgeon must be medically qualified, physiologically qualified (if applicable), and maintain flight medicine credentials. To receive conditional ACIP, active flight surgeons must be assigned to an API 5 unit manpower document (UMD) position with Duty Air Force Specialty Code (DAFSC) 48XX, or 40C0C with an additional AFSC of 48XX, be on active flying status AOs, and be qualified in the aircraft. IAW DoD FMR 7000.14-R, Volume 7a, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, flight surgeons are conditional fliers and qualify for entitlement to conditional ACIP by completing the prescribed number of operational flying hours per month.

2.10.1.1. When a flight surgeon is assigned to an API coded "0" position, the HARM office will terminate active flying AOs and assign the member ASC 8J. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons not qualified in an aircraft, on inactive AOs, will log only "Other" flight time and include remarks on the reverse side of AFTO Form 781 (for example, "Inactive flight surgeon," or "Flight surgeon not qualified in aircraft"). Paragraph 2.16.3. through 2.16.5. apply.

2.10.2. A flight surgeon possessing an additional pilot or navigator rating and assigned to an API 5 flight surgeon position flies only as a flight surgeon, unless selected and approved as a pilot-physician or navigator-physician IAW AFI 11-405. Pilot-physicians/navigator-physicians assigned to active flying positions (API 1/2) fly as line pilots/navigators. AF/A3/5 authorizes exceptions upon request, based on justification provided by the Surgeon General (AF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to conditional ACIP only; OFDA credit is not authorized, even when members are assigned to API 1/2 positions.

2.10.3. **Pilot-Physicians Procedures.** AFI 11-405, *The Pilot-Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn OFDA credit. Except as noted above, active flying pilot-physicians will be assigned ASC 8A, FAC 9, and API 5, and hold DAFSC 48VX. Retain members in ASC 8 beyond 25 years of aviation service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings (only when member is assigned FAC 9) and ACIP entitlement.

2.10.4. **Critical Care Air Transport Teams (CCATT) Procedures.** Active and inactive flight surgeons may be tasked to assist CCATTs with patients on a mission.

2.10.4.1. Active flight surgeons assigned to API 5 positions, with ASC 8A, are authorized to log crew position "FS" and primary time on all USAF aircraft missions based on their aircraft qualification.

2.10.4.2. Inactive flight surgeons assigned to API 0 positions, in ASC 8J and tasked to perform CCATT non-crew duties, are authorized to log "FZ" crew position and primary

time on these missions. Flight time may only be logged when critical care patients are onboard. When authorized, the member's HARM office will process the operational support AO. Assign FAC 8, and include AO remarks: "Rated officer tasked to perform CCATT non-crew FAC 8 duties. Crew position FZ and non-crew HDIP authorized." The member's ASC remains ASC 8J.

## 2.11. Taking Part in Flying by Career Enlisted Aviators.

2.11.1. Flying duties are assigned in the following precedence:

2.11.1.1. API A or B CEAs assigned to support the weapon system crew ratio, flying training instruction duty, operational test and evaluation functions, Foreign Military Sales (FMS), etc.

2.11.1.2. Students assigned to a formal course of flying training.

2.11.1.3. Career enlisted aviators assigned to positions coded API B or D.

2.11.1.4. Career enlisted aviators assigned to positions at MAJCOM or FOA level or below coded API C or E. Assign career enlisted aviators API C or E aircrew duties on the basis of the most recent aviation service and be careful not to cause the member to fall short of meeting OFDA credit.

2.11.2. Do not assign active flying duties to members who are scheduled for an academic instruction course of 180 days or more.

2.11.3. Crewmembers will not perform flying duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

2.11.4. If special circumstances require active temporary flying that is not IAW **paragraph 2.11.1.**, MAJCOM/A3 may approve exceptions on an individual case basis (FAC E waiver).

2.11.5. **(Added)** CEAs assigned to API-Z billets may fly on a non-interference basis when required. Incentive pay and OFDA credit are not authorized for non-interference flying. Members will not log flying time on the AFTO Form 781. (See also **paragraph 2.12.4.**)

## 2.12. Taking Part in Flying by Non-rated Officer Aircrew Members and Non-CEA Enlisted Aircrew Members.

2.12.1. Non-rated officer and non-CEA enlisted aircrew members (FSC D) are qualified personnel assigned to designated aircrew positions. Non-rated aircrew members are included onboard aircraft when their presence is required for the aircraft to accomplish its primary tasked mission. This is their full-time duty. When a full-time presence is not required, operational support flying may be applicable (see **Paragraph 2.12.2.**). Non-rated aircrew members will maintain flying class III physicals.

2.12.1.1. Non-CEA enlisted aircrew members require an aircrew prefix of X (Basic Aircrew), K (Instructor), or Q (Evaluator).

2.12.1.2. Non-rated officer aircrew members may be assigned to duty positions with an AFSC prefix of X (Basic Aircrew), B (Squadron Operations Officer), C (Commander), F (Flight Test), K (Instructor), or Q (Evaluator).

- 2.12.1.2.1. When a non-rated officer aircrew member and/or parachutist is assigned to an authorized X or J (Jump) prefixed UMD position which is also a Commander (C prefix) or a Squadron Operations Officer (B prefix) position, the C/B prefix does not remove the authorization to fly or jump. Place the following remark on the individual's AO: "Member occupies an X (or J) prefix UMD position."
- 2.12.1.2.2. FSC J (Inactive) or L (TDY School) identifies aircrew members not assigned to active flying positions. AOs terminate authorization to fly and entitlement to incentive pay.
- 2.12.2. FSC C (Operational Support) identifies non-rated/non-CEA personnel required to perform essential inflight duties that cannot be accomplished by rated officers, CEAs or non-rated aircrew members. Operational Support fliers may be required to perform flight duties on an occasional basis. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its assigned primary mission. When the requirement to fly terminates, flight record responsibility ends. Authorized man-months are required prior to issuance of AOs. Process requests for operational support flying IAW AFI 11-402.
- 2.12.3. Aerospace physiologists (DAFSC 43AX), Human Performance Training Teams (DAFSC 4M0X1), and non-aircrew aeromedical technicians (DAFSCs 42GX and 4N0XXs) are authorized to participate in aircraft flights as observers on a noninterference basis. HARM offices will publish AOs according to this instruction and MAJCOM directives. Neither ACIP entitlement nor OFDA credit are authorized. Personnel who provide high altitude airdrop mission support qualify for Hazardous Duty Incentive Pay (HDIP). **Paragraph 2.16.3.** through **2.16.5.** apply. Personnel who fly in support of high altitude airdrop missions will comply with AFI 11-402.
- 2.12.4. Other non-rated personnel who fly occasionally to perform specific tasks (e.g., administrative duties, evaluation of equipment, maintenance, passenger escort, security for classified documents, crew chiefs who perform duties on the ground at the final destination or points enroute and other duties not authorized as operational support IAW AFI 11-402) may have AOs published according to this instruction and MAJCOM directives. Individuals in these categories will fly on a non-interference basis. Neither flying incentive pay nor OFDA credit is authorized. **Paragraph 2.16.3.** and **2.16.5.** apply.
- 2.12.4.1. Members who fly on non-interference AOs will not be placed on the AFTO Form 781 (see **Paragraph 1.6.2.2.**), except for those members specified in **Paragraph 3.3.1.5.2.**
- 2.12.4.2. Non-Aircrew personnel who fly occasionally to obtain familiarity with the flying environment or directed to perform specific inflight duties on an infrequent or irregular basis (Commanders [including unit commanders], Operations Officers, and supervisory personnel) may do so under the guidelines of **Paragraph 1.6.** Non-aircrew members assigned to flying unit commander positions may log flying time IAW **Paragraph 3.3.1.5.2.**
- 2.12.5. Aircrew members not formally entered into Initial Qualification Training will fly under orientation flight guidelines of **Paragraph 1.9.4.7.**

2.12.6. Performance of flying duties is not authorized while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless individuals are required to perform their official aircrew duties.

2.12.7. UAS sensor operators are authorized to participate in UAS aircraft flights as non-aircrew members. HARM offices will publish AOs according to this instruction and MAJCOM directives authorizing the performance of sensor operator duties. Neither HDIP entitlement nor OFDA credit are authorized. Non-aircrew members assigned to UAS sensor operator positions may log flying time IAW **Paragraph 3.3.1.5.3.**

### ***Section 2B—Supervisory Operational Flying Positions***

**2.13. Supervisory Position Criteria.** To conserve available resources, clearly identify rated officers and CEA supervisory positions (API 6, 8, B, or D) that require the incumbent to actively fly.

### **2.14. Supervisory Flying.**

2.14.1. Rated officer and CEA supervisory flying is necessary to ensure that appropriate rated staff officers maintain a current and comprehensive background in the overall flying operations of the organization. Although occasional indoctrination flights normally maintain inactive rated staff officers and career enlisted aviators at an acceptable level of experience for their jobs, it is Air Force policy that key supervisors must actively maintain their basic flying skills to provide them with expert awareness of the unit mission.

2.14.2. Perform supervisory flying to the maximum extent possible in primary mission aircraft inventory (PMAI) associated with the position. When PMAI resources are not available or not practical to use, and maintenance of flying skills is mandatory, perform supervisory flying in the most cost-effective aircraft available.

2.14.3. Commanders (including unit commanders) authorized to designate rated and CEA supervisory positions must minimize the impact of such flying and designate API 6, 8, B, or D positions only when active flying is essential for mission accomplishment. Designating authorities are:

2.14.3.1. **General Officer.** The Chief of Staff designates general officer operational flying positions. MAJCOM commanders may manage assigned general officer operational flying positions above wing level to meet command requirements. Notify AF/A3/5 when a status change is made (send an info copy to AF/A3O-AT and AF/DPG). MAJCOMs are not authorized to increase the number of general officer operational fliers without the Chief of Staff's approval. MAJCOMs desiring to add operational fliers must submit a request for a change of status to AF/A3/5. AF/A3/5 will coordinate changes with AF/DPG. All requests for general officer operational flying training must be coordinated with AF/DPG. See **paragraph 2.16.1.** and **Table 2.11.** for additional guidance on general officer indoctrination fliers.

**Table 2.10. General Officer Flying Positions.**

**The following general officer positions are authorized operational or indoctrination flying positions (as shown) when filled by USAF general officers. Individuals flying operationally must accomplish Form 8 qualification to include instrument qualification and must maintain a minimum of BAQ status.**

<b>Organization</b>	<b>Position</b>	<b>Authorization</b>
Joint Chiefs of Staff	Chairman	Indoctrination Flying
	Vice Chairman	
Combatant Commands	Commander	As determined by the Commander (Note 1)
	Deputy Commander	Indoctrination Flying
	Special Operations Component Commanders assigned to Combatant Commands	
HQ USAF	Chief of Staff	Note 2 Applies
	Vice Chief of Staff	Indoctrination Flying
	Assistant Vice Chief of Staff	
	AF/A1	
	AF/A2	
	AF/A3/5	
	AF/A3O	
	AF/A4/7	Indoctrination Flying
	AF/A8	
	AF/SE	
	SAF/AQ	
	SAF/IG	
	AF/SG (When position is filled by a pilot-physician)	
AFDW	Commander	Indoctrination Flying
ACC, AETC, AFMC, AFRC, AFSOC, AFSPC, AMC, PACAF, USAFE	Commander	Operational Flying (Note 3)
NGB	Chief*	Operational Flying
NGB	Deputy Director*	(Indoctrination Flying)
*NGB/CF or the Deputy NGB/CF may fly operationally (single operational flying authorization)		
ACC, AETC, AFMC, AFRC, AFSPC, AMC, PACAF, USAFE	Vice Commander	Indoctrination Flying (Note 3)
AFSOC	Vice Commander	Operational Flying (Note 3)

Organization	Position	Authorization
ACC, AETC, AFMC, AFRC, AFSPC, AMC, PACAF, USAFE	Operations Director (A3)	Operational Flying (Note 3)
AMC	Deputy Operations Director (DA3)	Operational Flying (Note 3)
ACC, AFRC, AFSOC, AMC, ANG, PACAF, USAFE	Numbered Air Force Commander	Operational Flying (Note 3)
AETC	Commander, 19 AF	Operational Flying (Note 3)
ACC, AFRC, AFSOC, AMC, PACAF, USAFE	Numbered Air Force Vice Commander	Indoctrination Flying (Note 3)
ACC, AETC, AFRC, AFSOC, AMC, ANG, PACAF, USAFE	Wing Commander (Note 4)	Operational Flying
ACC	Commander, AFWC	Operational Flying (Note 3)
	DCFACC	
AETC	Commander, AU (AU/CV when AU/CC does not fly)	Operational Flying (Note 3)
AFMC	Commander, AAC Commander, AFFTC	Operational Flying (Note 3)
AFOTEC	Commander	Operational Flying
AMC	Commander, AMWC Commander, EMTF PAG/CC (Note 3 N/A)	Operational Flying (Note 3)
USAFA	Commander	
	Commandant of Cadets	Operational Flying
USAFE	3 AF/CVA	Operational Flying (Note 3)
NATO	E-3A Comp/CC	Operational Flying

**NOTES:**

1. Combatant Commanders may determine their flying status, based on requirements. Notify AF/A3/5 of status, with info copy to AF/A3O-AT and AF/DPG.
2. The Chief of Staff will determine the status of the AF/CC position.
3. **(Added)** MAJCOMs may determine the flying status of general officers assigned within their command, utilizing the available AF/CC-approved operational positions within the command. This option applies to all approved operational flying positions above wing commander. Current approved positions are shown in **Table 2.10** with most recent HAF authorized status (**NOTE:** May not reflect actual status if a MAJCOM change has been made). If a change is made, notify AF/A3/5 with an info copy to AF/A3O-AT and AF/DPG.
4. **(Added)** Wing Commander applies to commanders of flying wings (and includes expeditionary flying wings). Air base and support wing commanders are specifically excluded.

5. **(Added)** Current list of approved general officer operational flying positions is maintained on file in AF/A3O-AT. AF/A3O-AT maintains records of approval for all general officer operational flying positions.

6. **(Added)** Individuals (O-6) in currently authorized operational flying positions who have been selected for promotion to the grade of Brigadier General may continue to fly operationally while assigned to their current flying position.

2.14.3.2. **Colonel.** MAJCOMs designate colonel active flying positions (API 6/8) by forwarding AF Form 480, *Aircrew AFSC/Active Flying Justification*, to AF/DPO for review and approval (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions will be limited to individuals who directly supervise aircraft flying operations, flight safety, standardization/evaluation programs, and operational readiness inspection programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.14.3.3. **Lieutenant Colonel and Below.** MAJCOMs designate Lt Colonel-and-below rated officer and CEA positions that require active flying IAW AFI 38-201. If the position requires an AF Form 480, provide justification for flying on the form. Normally, API 8/D positions (NAF/FOA/DRU/MAJCOM) are authorized only in safety, inspector general, and standardization/evaluation functional areas in which flying is a requirement associated with the position. On occasion, justification may exist for an aircrew member to fly while in inactive status; see **Paragraph 2.17**.

**2.15. Supervisory Position Limitations.** MAJCOMs will establish procedures to review API 6, 8, B, and D supervisory flying positions when incumbents are assigned FSC K (lack of support) and when adequate support will not be available within six months. Where practical, convert such positions to API 3, 4, C or E.

**2.16. Indoctrination Flying.** Rated officers and CEAs in inactive status who are required to perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, review flying training effectiveness, take part in a flying exercise or test program, or become familiar with a specific operational weapon system and procedure) may be authorized indoctrination flying status. The following policy applies:

2.16.1. MAJCOMs (or MAJCOM equivalents) select and authorize rated staff and CEA positions for indoctrination flying. Indoctrination flying allows inflight observations of mission equipment or procedures that will benefit the organization. Incumbents must request to fly. Take a conservative approach in designating these positions. MAJCOMs (or MAJCOM equivalents) will establish procedures for approval of indoctrination flying in accordance with **Table 2.11**. MAJCOMs will identify the incumbent by assigning FSC T. MAJCOMs may not increase the number of general officer indoctrination fliers without AF/CC approval.

2.16.2. MAJCOM commanders must approve the use of command aircraft resources to support indoctrination flying for personnel outside their commands. Authorization may be delegated, but not lower than MAJCOM level.

2.16.3. MAJCOMs must ensure individuals complete, before flight, adequate training on emergency procedures, life support equipment, and aircraft systems. Individuals must be physically and, where required, physiologically qualified.

2.16.4. Indoctrination flights in inactive status do not entitle the member to OFDA credit or incentive pay and do not allow authority to change ASCs except to assign FSC T. MAJCOMs will ensure indoctrination flying does not impact unit training, and will not increase command flying hour allocations.

2.16.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Individuals flying in inactive status may not act as pilot in command and flights in single-place aircraft are specifically prohibited. Document indoctrination flights on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* using Other flight time, IAW Paragraph 3.4.5.

2.16.6. **(Added)** MAJCOMs may authorize indoctrination flying for individuals assigned to active operational flying positions. Do not change FSC.

2.16.7. **(Added)** Indoctrination flying is not authorized for individuals assigned to API 0 or Z coded positions. **EXCEPTION:** MAJCOMs may authorize indoctrination flying for CEAs assigned to 9G100 positions, and for individuals tasked to perform indoctrination flying duties while deployed.

**Table 2.11. Indoctrination Flying Approval Authority (Note 1).**

Approval Authority	for positions in:
AF/A3/5	Air Staff, OJCS, OSD, DoD Agencies, Joint Commands, Non-Air Force General or Flag Officers, and FOAs. AFRC members see Note 2.
MAJCOM	MAJCOMs
ACC	CENTCOM, JFCOM, and SOUTHCOM
AFSCP	SPACECOM
AMC	TRANSCOM
PACAF	PACOM
USAFE	NATO and EUCOM

**NOTES:**

1. AF/CC must approve increases for additional general officer indoctrination flying positions. Submit requests to AF/A3/5 with an info copy to AF/A3O-AT.
2. **(Added)** For AFRC members, staff packages through AFRC/A3 for coordination prior to submission to AF/A3/5.

**Section 2C—Flight Management Administration**

**2.17. Host Aviation Resource Management Office.** The host command of the Air Force base designates within the operations group a HARM office function to be the base OPR for ARMS and for FRF/JRF management of all aircrew/parachutists on base or in the locale (regardless of MAJCOM). **(EXCEPTION:** For ANG units not associated with active duty units, the ANG Wing/GSU Commander will appoint an ANG HARM office for management of ANG flight

records.) The Wing/Group HARM Chief will be the senior or most qualified person, with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent. The individual appointed to this position will have a minimum of three years experience in the Aviation Resource Management career field, and obtained/maintained Special Experience Identifier (066). (Waiver requests to these qualification requirements must be submitted to the MAJCOM functional manager with documentation of member's qualification [copy of 1C0X2 training record documenting AO task certification], and expected get well date.) HARM offices will be manned according to Air Force Manpower Standard (AFMS) 13C1, OFPP Policy Letter 92-1, and the Defense Reform Initiative Directive (DRID) 20. (**EXCEPTION:** Air National Guard Wing/Group HARM offices will be manned IAW NGB/OL manpower standards for specific MDS or mission.) HARM positions are inherently governmental and only qualified 1C0X2 personnel (and government equivalent) will operate ARMS for the purpose of processing aviation/parachutist service entitlement actions, or monitoring and validating entitlement to flight/parachutist incentive pay.

2.17.1. Prepare AOs according to **Attachment 3** of this instruction and AFI 11-402.

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, AFI 11-421, *Aviation Resource Management*, AFPD 33-3, *Information Management*, and AFMAN 37-123, *Management of Records*, and dispose of records in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://afrims.amc.af.mil>. Maintain all FRFs/JRFs at the HARM office nearest to where the aircrew member maintains personnel, finance, and if possible, medical records. (**EXCEPTION:** All inactive IMA FRFs/JRFs will be maintained by AFRC/RMG.) To ensure proper aviation or parachutist incentive pay validation and prevent interruptions in the MilPDS to ARMS interface, FRF/JRF management will not change for TDY periods of less than 90 days. For formal courses where the member will accomplish flight/jump activity, provide to the TDY unit a TDY/Formal Flying Processing Checklist and ARMS training products IAW AFI 11-421. If the member's personnel and finance records are maintained at different locations, the HARM office located nearest to where the finance records are maintained will manage the member's FRF. With the concurrence of both HARM offices (and MAJCOMs if different), and with MOAs in place, FRFs of attached flyers may be kept at the attached HARM office. Request exceptions to this policy from AF/A3O-AT.

2.17.3. Obtain medical information from the FME. The FME will provide the initial notification to the HARM office when required periodic physical examinations are completed, or when there are changes to an individual's medical status that affect flying duty. Suspense is one duty day.

2.17.3.1. (**DELETED**).

2.17.3.2. The FME will send completed medical examination results (AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*) to the HARM office within 10 duty-days. If the medical examination is incomplete due to reasons beyond the member's control, the appropriate medical waiver authority may extend certification to cover administrative processing. The FME will inform the HARM office via AF Form 1042 if the applicable waiver authority extends an aircrew member's medical certification. The official date of the AF Form 1042 will be the date of the flight surgeon's signature. See also AFI 11-402.

2.17.4. Validate entitlement to flying/jump incentive pays with member's finance office. The HARM office will ensure receipt of documentation required to validate accurate flight/jump pay entitlement, to include verification that the member is receiving the correct rate of incentive pay.

2.17.5. Validate personnel data changes with member's unit orderly room. Contact the MPF to obtain a UMD and a personnel listing to reflect member's current assignment data. As a minimum, validate DAFSC, API, effective date of duty, unit manning position numbers, and active Guard/Reserve duty (AGR) or non-EAD status for ARC personnel.

2.17.6. Monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers.

2.17.7. Ensure Special Category Codes are updated in ARMS according to **Table 2.13**, when an aircrew member's status changes to one of the categories listed below.

**Table 2.12. ARMS Special Category Codes (SCC).**

The following codes identify aircrew in the special categories listed below	
Code	Category of Aircrew Members
AG	Active duty pilots (Title 10) assigned to ANG Units (see note)
AR	Active duty Pilots (Title 10) assigned to AFRC units (see note)
AT	Active duty rated officers who must retain currency for follow-on ARC position
DR	Active duty rated officer with established date of retirement
DS	Active duty rated officer with established date of separation
GA	ANG rated officers on extended active duty (Title 10 and AGR Title 32)
NR	AFRC Non-EAD, Traditional
NG	ANG Non-EAD, Traditional
RA	AFRC rated officers on extended active duty (Title 10)
TR	Staff aircrew members (rated/CEA) with AF/A3O double billeting flying waiver

**NOTE:**

Do not assign these codes to the ANG or AFRC active duty advisor assigned to ANG/AFRC unit.

**Table 2.13. ARMS Special Category Codes (SCC).**

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DS	Active duty rated officer with established date of separation
GA	ANG rated officers on extended active duty (Title 10 and AGR Title 32)
NR	AFRC Non-EAD, Traditional
NG	ANG Non-EAD, Traditional
RA	AFRC rated officers on extended active duty (Title 10)
TR	Staff aircrew members (rated/CEA) with MAJCOM/A3 double billeting flying waiver

**NOTE:** Do not assign these codes to the ANG or AFRC active duty advisor assigned to ANG/AFRC unit.

**2.18. Unit Aviation Resource Management (ARM) Office.** Commanders of flying/parachutist units will designate an ARM function to accomplish the requirements of this instruction, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, and AFI 11-421, *Aviation Resource Management*. Designate this function as SARM (Squadron) or TARM (Tenant--applies to tenant squadrons and other tenant units) IAW AFI 11-421.

## **2.19. Operational Support Aircraft (OSA) and Aircrew Management.**

2.19.1. The operational support aircraft and aircrew manager will provide all personnel assigned or attached for flying the opportunity to complete annual flying requirements. Attached personnel must be responsive to scheduling requirements. In line with aircrew requirements, attached personnel will perform assigned missions.

2.19.2. If TDY is authorized solely to perform aircrew duties, budgeting and funding for TDY travel of aircrew members assigned or attached for flying is the responsibility of the unit to which the aircrew member is assigned.

2.19.3. Security Assistance and Defense Attachè aircraft and aircrews.

2.19.3.1. Support aircraft for Security Assistance are assigned to HQ AFMC and placed on loan to the Defense Security Assistance Agency (DSAA).

2.19.3.2. Support aircraft for Defense Attachès are assigned to HQ AFMC and placed on loan to the Defense Intelligence Agency (DIA).

2.19.3.3. Using organizations must comply with the theater air component command/lead command rules and instructions that pertain to aircraft operations. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component/lead command commander, as applicable, and will be conducted according to HQ USAF guidance and theater requirements. Operational control (as it pertains to the

missions and purposes for which the aircraft are operated) and scheduling of aircraft remains within the using organization.

***Section 2D—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft***

**2.20. Attachment for Flying/Parachuting.**

2.20.1. Aircrew/parachutist members assigned by PCS/PCA orders to active flying/parachutist positions in US Air Force units and organizations without flying facilities or aircraft may be attached for flying/parachuting to units with appropriate resources. Intra-wing attachments may be approved by the OG/CC. Individuals must request (in writing) attachment for flying/jumping through their chain of command to their MAJCOM or equivalent. (**EXCEPTION:** Request for attachment for flying/parachuting is not required if flying/parachuting support and a primary unit/aircraft is addressed in a host-tenant agreement. Members will provide required information to the servicing HARM office.) Approval authority may be delegated as directed by MAJCOMs. The request must include: Individual's name, rank, Social Security Number (SSN), aviation service date (ASD), aviation service code (ASC), aeronautical rating (or badge), expected duration of attachment, date of separation (DOS)/expiration of term of service (ETS), assigned duty position title/position number/API code, aircraft last qualified in, date last flown, current AO, current AF Form 1042, and requested unit of attachment and point of contact. (Parachutists need only provide information applicable to parachuting.) Individuals should coordinate flying/parachute qualification, currency and attachment with requested units prior to submitting formal request. MAJCOMs will develop procedures for attachments within the MAJCOM. For attachments outside an individual's MAJCOM, submit the request to both MAJCOMs (or equivalent) for coordination. For attachments outside the USAF, submit the request to the gaining unit's MAJCOM equivalent approval authority and the individual's parent MAJCOM (or equivalent) approval authority for coordination.

2.20.2. Attachment units will provide resources necessary for the member to complete and maintain minimum training requirements established in applicable aircrew/parachutist training publications, including TDY cost to formal training courses. The unit to which the member is assigned is responsible for cost of the member's TDY travel to the attached unit to accomplish normal training requirements. The attached unit will maintain the FEF.

***Section 2E—Flying with Air Reserve Component Units***

**2.21. Total Force Absorption Program (TFAP)** In addition to the guidance provided in this section, aircrew personnel must comply with Total Force Absorption Program (TFAP) guidance contained in AFI 11-412, *Aircrew Management*.

**2.22. Flying With AFRC Units.**

2.22.1. Members of the MAJCOM with oversight responsibility are authorized to fly in AFRC aircraft when participating in operational readiness inspections (ORIs), aircrew standardization and evaluation visits (ASEVs) and higher headquarters evaluation teams on scheduled unit visits. Flying is restricted to missions which support unit training objectives,

contingencies or operational missions to include those that augment or assist in unit conversion.

2.22.1.1. **(DELETED).**

2.22.1.2. **(DELETED).**

2.22.1.3. **(DELETED).**

2.22.2. **Inter-Fly.** AFRC operations group commanders are authorized to approve flights with AFRC units for aircrew members not assigned or attached to an AFRC unit and are the final authority for determining when an active duty/air national guard member may fly unit aircraft. Such aircrew members must provide operations group commanders with a source for validating aircrew qualifications, training and currencies prior to flying. AFRC OG/CCs will forward information copies of interfly agreements to the respective NAF/A3. **EXCEPTION:** Those units with an existing written agreement, e.g. TFI/associate units, will follow guidance within the agreement.

2.22.2.1. **(Added)** Interfly agreements may involve the exchange and/or substitution of aircrew members and/or aircraft between different MAJCOM units to accomplish flying in support of contingencies, exercises or designated missions according to the appropriate OPLAN/CONOPS.

2.22.2.2. **(Added)** During situations where interfly may be an option, aircraft ownership does not change. Aircraft hours executed will be credited to the command and unit of assignment of the aircraft regardless of the crews MAJCOM affiliation. Ensure use of correct mission symbol.

2.22.2.2.1. **(Added)** For TFI units, there are two separate and distinctly funded flying hour programs. Unit 'owning aircraft' has responsibility for oversight and management of both programs in tandem. TFI and Associate units are to use their respective command's mission symbols regardless of crew status (Active/ANG/Reserve).

2.22.2.3. **(Added)** As a minimum, interfly crewmembers will be qualified/certified in the MDS and model as well as system/configuration required to fly the aircraft and/or mission.

2.22.3. **(DELETED).**

2.22.4. **(DELETED).**

2.22.5. **(DELETED).**

## 2.23. Flying With ANG Units.

2.23.1. The ANG Wing Commander must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors and aircrews who support unit training objectives, contingencies, or operational missions to include aircrew that inspect, standardize, augment, or assist in unit conversion. (Individuals will not be listed on the ANG web page since they are not formally attached to an ANG unit for the purpose of obtaining continuation training.) With the deployed commander's concurrence, active duty aircrew attached to Air Warrior, Combat Archer and Combat Hammer are authorized to fly with ANG units.

2.23.2. Active duty flying with ANG units for the sole purpose of continuation training (CT) is prohibited without approval from the ANG Director of Operations (NGB/A3). (Future Total Force [FTF] wings will coordinate active duty CT flying IAW the MAJCOM CONOPS). Forward all requests for active duty CT flying support to NGB/A3 with appropriate ANG Wing Commander and MAJCOM/A3 concurrence. Requests must include: name, rank, office symbol (e.g., 9 AF/DOV), primary aircraft MDS (e.g., F-16C, C-130E), aircrew position (e.g., IP, IN), and reason for requested CT support. A complete list of AD aircrew approved to fly CT sorties with the ANG is available on the NGB/A3O Portal.

2.23.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with **Paragraph 2.22.2.** may coordinate sortie support directly with the unit. Members must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

2.23.4. Conduct flying in accordance with applicable US Air Force, lead MAJCOM, and ANG instructions.

**2.24. Coordination Authorization.** Direct communication with MAJCOMs, AFRC, and ANG concerning attachment of rated personnel is authorized.

## Chapter 3

### FLIGHT DOCUMENTATION

#### Section 3A—Records Maintenance

**3.1. Flight and Jump Records and Aviation Resource Management System (ARMS) Functional Responsibility.** The individual flight or jump record folder is the official source for determining incentive pay entitlement, current flying or jump status, and total experience. HARM offices will enter aviation resource data into the ARMS database and maintain FRFs/JRFs IAW **Paragraph 2.17.2.** of this instruction. Dispose of Air Force records in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://afirms.amc.af.mil>, and this instruction.

3.1.1. Use these records as the basis for USAF flying resource inventory reporting (RCS: HAF-A3O[M&AR]0701). This report provides essential individual flying information to HQ USAF and MAJCOMs. HARM offices ensure the report is transmitted not later than the 10th of each month (or as soon as possible for special reports). Continue to report during emergency conditions, precedence delayed (Emergency Status Code C-3). Continue reporting during MINIMIZE.

3.1.2. The HARM office is the sole approval authority (except for HQ USAF/A3OT) at each flying base for entitlement to and the initiation and termination of Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties. The HARM office interprets public law as it pertains to flying/jumping incentive pays; audits, reconciles, and processes associated waiver requests; is the single point of contact for ARMS; and is responsible for the following procedures:

3.1.2.1. The HARM office, maintains FRFs/JRFs for all flying (active and inactive) and jump personnel with the assigned HARM code established for that base. The ARMS program manager will allocate one ARMS database code per base. (**EXCEPTION:** The ARMS program manager may allocate more than one ARMS database code for installations granted an exception IAW **Paragraph 2.17.** of this instruction.) The HARM office must be located in a securable area to ensure integrity of Privacy Act material when office personnel are not present.

3.1.2.1.1. Base HARM offices keep the FRFs/JRFs for all assigned tenant and attached personnel ordered to take part in regular and frequent flights as aircrew, operational support members, and parachutists. This includes all active duty and ARC active and inactive aircrew members, active operational support members, and parachutists. (**EXCEPTION:** HARM offices will not create/maintain FRFs or JRFs for UNRAPPs.)

3.1.2.1.2. Base HARM offices will combine the FRF and JRF into one folder for dual qualified aircrew and parachutist members. File documents IAW AFI 11-421.

3.1.2.1.3. Base HARM offices will maintain FRFs/JRFs for disqualified aircrew or parachutists (entitlement status 0) for eight years after such designation. After eight consecutive years, return the FRF/JRF to the member. (**EXCEPTION:** for UFT

students disqualified from training and operational support fliers removed from flying for more than one year, release the FRF to the member and comply with out-processing guidance in AFI 11-421.)

3.1.3. Initiate a Military Pay Order (MPO) (except for non-USAF members) NLT 5 work days when:

3.1.3.1. An aircrew/parachutist member initially meets or fails to meet flight/jump entitlement requirements for pay.

3.1.3.2. An aircrew/parachutist member satisfies flight/jump entitlement requirements for pay following a period of failure to meet minimum requirements (or a period of suspension disqualification has been removed), or a member otherwise regains entitlement to incentive pay.

3.1.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, 9, E, F, G, or H) departs PCS to a non-flying or non-jump position.

3.1.3.4. A parachutist enters into a 12-month Rule 3 waiver period IAW DODFMR and AFI 11-421, *Aviation Resource Management*. The HARM office will terminate pay until jump requirements are met.

3.1.4. Release the FRF to individual custody only after the HARM office receives:

3.1.4.1. Official PCS orders or TDY orders indicating a TDY with another USAF activity for a period of 90 days or more (ref. **Paragraph 1.5.4.**). (Units have the option to transfer records to the gaining HARM office for TDYs.)

3.1.4.2. Official retirement or separation orders.

3.1.4.3. Notice that the aircrew member has been disqualified for more than eight consecutive years. (See **Paragraph 3.1.2.1.3.** for one-year release.)

3.1.5. Release of Data from Flight/Jump Records.

3.1.5.1. Information maintained in the FRF/JRF is subject to the provisions of the Privacy Act of 1974. HARM offices have a legal obligation to safeguard these records from unlawful disclosure. Standard ARMS reports or ad hoc queries which contain personal data will have the symbol "(PA)" in the product title and contain the statement "Personal Data - Privacy Act of 1974."

3.1.5.2. The disclosure of information, for any purpose, to other than those AF activities with an official need, is not authorized without the expressed written consent of the member concerned.

3.1.5.3. Except where allowed by law, do not disclose data to agencies outside the Department of Defense. Reference AFI 33-332, *Privacy Act Program*. Maintain a record of each disclosure to include name and address of the person or agency receiving the data, date, nature and purpose of each disclosure.

3.1.5.3.1. Retain a copy of the disclosure on file as part of the FRF/JRF. Prior to releasing the FRF/JRF, the HARM office will remove all records disclosures. Retain the disclosure accounting on file for five years or for the life of the record, whichever is longer.

3.1.5.4. The Pilot Records Improvement Act of 1996 requires that before a civilian airline hires a pilot, the air carrier must request and receive certain records from "any carrier or other persons that have employed the individual at any time during the preceding five years." Before any information is released to an agency based on this Act, HARM offices must receive a written release of information statement signed by the applicant via the agency or applicant. This statement confirms the applicant agrees to the release of records to the air carrier. The HARM office will not release any information without receipt of this signed statement. HARM offices must release information within 30 days of receipt of the request. Additionally, the releaser must provide notice to the applicant that a release request has been received and inform the applicant of his or her right to receive a copy of the records. The HARM office will provide the Individual Flight Record (IFR), Flying History Report (FHR), and documents contained in the member's Flying Evaluation Folder (FEF) for the preceding five years from the date of employment application of the member. If the member's FEF is maintained in another location, the HARM office must obtain and provide copies to the requesting agency.

3.1.6. The FRFs/JRFs of personnel assigned or attached to other than USAF activities must be kept at a designated HARM office. The following guidance applies:

3.1.6.1. The parent command will designate a HARM office to maintain FRFs/JRFs for individual aircrew members or parachutists on duty with other US military services.

3.1.6.2. The MAJCOM with geographical cognizance over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies will designate a HARM office to maintain the FRF/JRF.

3.1.6.3. If the individual's FRF/JRF is required at the crewmember's or parachutist's duty station, provide a duplicate copy. The master record will be kept at the HARM office designated by the MAJCOM.

3.1.6.4. The designated HARM office will notify the member's parent MAJCOM if the member will exceed 180 days in FSC "S" or FSC "4" status. Notify the MAJCOM prior to the member exceeding the 180-day limit. See also **Paragraph 1.4.1.8.**

### ***Section 3B—Logging of Flight Activity (ARMS)***

**3.2. Background Information.** This section explains the conditions under which personnel are authorized to log flight activity into ARMS. ARMS will be used for tracking and management of all aircrew and operational support flight activity. **NOTE:** 306 OSS/OSOF (USAFA HARM) will assign military DoD/UNRAPP training requirements in the ARMS training database to those who obtain a qualification through completion of 306 FTG airmanship programs.

3.2.1. The Air Force flying program is designed to ensure that each individual actively engaged in performing airborne duties maintains basic professional skills. This requires accurately logged flight and simulator activity to record and monitor flying experience.

3.2.2. Flight data must be recorded and reported accurately to provide commanders with meaningful flight experience information to ensure resources are effectively used and only qualified personnel receive incentive pay. Units will follow AFI 33-360, *Publications and Forms Management*, to develop local training accomplishment forms for entering training data into ARMS.

3.2.3. **Responsibility of Pilot in Command.** Enter and credit flight time on an individual's flight record only when flown according to this instruction and properly logged on AFTO Form 781 or AF Form 3250. The pilot designated, as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed, to include specific remarks as required. These forms provide an accurate record of pertinent flight data for personnel authorized to take part in the flight and to receive ACIP, CEFIP, or HDIP.

### 3.3. Crediting Flight Time. Credit flying time as follows:

#### 3.3.1. To credit flight activity, personnel must:

3.3.1.1. Be physically qualified. The member cannot be in DNIF status and must be medically cleared for flying duty, documented on an AF Form 1042.

3.3.1.2. Be physiologically qualified (if applicable for the aircraft).

3.3.1.3. Be on AOs to take part in frequent and regular flights as aircrew, to obtain aircrew qualification, or as operational support members (IAW AFI 11-402).

3.3.1.4. Be under an approved aircrew qualification code (based on AF Form 8/8a qualification) and aircrew position identifier (**Table A2.3.**) designated on the flight authorization for the aircraft. (**EXCEPTION:** aircrew members authorized to perform inflight duties in non-USAF aircraft, IAW **Paragraph 1.11.**, will comply with guidance applicable to the authority controlling the aircraft in regards to flight authorization requirements.)

3.3.1.5. Be part of the crew complement (AFI 65-503) authorized to perform aircrew duties in the aircraft in order to obtain and maintain aircrew qualification, or be required for the mission.

3.3.1.5.1. Individuals required for the mission who are not part of the crew complement may log flying time only when specifically authorized to perform duties required for the mission (e.g. AEs, CROs, PJs, combat camera, etc), or when specifically authorized to perform mission-related observation or evaluation duties. Members will comply with all other applicable requirements to include medical clearance and physiological training (if applicable).

3.3.1.5.1.1. (**Added**) Commanders will include an explanatory note in the remarks section of the FA for crewmembers that exceed the crew complement but are required for the mission.

3.3.1.5.2. Non-aircrew members assigned to flying unit commander positions may log flying time in assigned aircraft. Individuals will fly on a non-interference basis (reference **Paragraph 2.12.4.**), will use crew position "OX" (Colonel and above) or "XX" (Lt Col and below) IAW **Table A2.3.**, and will log other time on the AFTO Form 781 for entry into ARMS.

3.3.1.5.3. Non-aircrew members assigned to UAS sensor operator positions will log flying time in assigned UAS aircraft. Individuals will fly on a non-interference basis (reference **Paragraph 2.12.7.**), will use aircrew position (Second Character) "X" IAW **Table A2.3.**, and will log AFTO Form 781 flying time category commensurate with qualification and duties performed for entry into ARMS.

3.3.2. Flights in any other capacity are orientation flights IAW **Paragraph 1.9.4.7.1.** and logging flight time on an AFTO Form 781 is not authorized. Commanders will ensure crewmembers and parachutists do not credit flights/jumps while on leave, permissive TDY, or nonflying/nonjumping TDY/Temporary Assignment Duty (TAD), regardless of duration, or while flying on an aircraft during point-to-point travel (not authorized or required to perform aircrew duties). Aircrew members will not log flying time when the purpose for flying is to make a proficiency-sustaining jump or perform jumpmaster duties. **EXCEPTION:** Pararescue personnel in "X" coded billets may log flying time if aircrew duties are performed during the flying portion of the mission. Document duties performed in the remarks section of the AFTO Form 781.

3.3.3. For individuals authorized to perform inflight duties in non-US Air Force aircraft, reference **Paragraph 1.11.**, **Paragraph 3.3.1.4.**, above, does not apply. IAW **Paragraph 3.3.1.5.**, individuals must be required for the mission.

**3.4. Definition of Flight Time Categories.** The references in this paragraph to aircraft also apply to synthetic training devices categorized as operational flying trainers or weapon system trainers. Log flight time only on the AFTO Form 781 and AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*, and use only the approved Flight Authorization Duty Codes listed in **Attachment 2, Table A2.3.**

3.4.1. **Primary Flight Time.** Time logged by a member occupying a designated duty station identified in AFI 65-503, and actively performing the duty associated with their aircrew specialty. Only qualified aircrew members and aircrew members obtaining qualification in the aircraft will log primary time when performing in-flight duties. Non-rated aircrew members and operational support personnel who do not have an established crew duty station will log primary time only when actually performing required in-flight duty. For example: operating equipment or caring for medical evacuation patients.

**3.4.1.1. EXCEPTIONS:**

3.4.1.1.1. Pilot commanders and key supervisors who fly IAW the provisions of **Paragraph 3.7.1.** will log primary time only when actually controlling the aircraft.

3.4.1.1.2. Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.

3.4.1.1.3. Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and may log primary flight time using FP, FN, or FW as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (e.g. functional check flights).

3.4.1.1.4. Pararescue/Combat Rescue Officer aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions may log primary flight time when performing patient support duties on mass personnel recovery missions. Primary time is authorized only during the time required in-flight duties are performed. During periods when the PJ is not performing in-flight duties associated with the rescued

members, or if the PJ is non-current for that MDS, "Other" flight time will be logged. Annotate specific inflight duties that require additional crewmembers (in addition to basic crew complement) on the mission in the remarks section of the AFTO Form 781.

3.4.1.1.5. **(Added)** Operational support medical personnel may log primary time when tasked to perform primary medical support duties on real world Combat Search and Rescue (CSAR), Casualty Evacuation (CASEVAC) or Medical Evacuation (MEDEVAC) missions. If tasked to fly on sister service CSAR, CASEVAC, or MEDEVAC missions, ensure requests are coordinated through the member's MAJCOM IAW **Paragraph 1.11.1.** of this instruction.

3.4.1.1.6. **(Added)** Aeromedical Evacuation Crewmembers (AECM) on Aeromedical Readiness Missions (ARM) are authorized to conduct simultaneous (tandem) training on the same aircraft utilizing no more than two basic AE crews to meet flight currency requirements. AECMs in primary crew positions will log primary time when performing in-flight duties. **Example:** Two basic AE crews conducting separate in-flight training using separate in-flight kits, medical equipment, and mission documentation. A lead crew will be identified to the flight crew prior to take off for CRM purposes.

3.4.1.2. For pilots, primary time is time actively controlling the aircraft, excluding hands-on-time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi-place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary time

3.4.1.3. Astronauts performing duties in the space shuttle may log primary time in their rated specialty in accordance with the preceding paragraphs. Astronauts performing space station duties may log primary time for the duration of space station activity. For space station duty, use Aircrew Position Identifier (Second Character) "A" from **Attachment 2, Table A2.3.**

3.4.1.4. For other aircrew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, one member at each such station may log primary time while actually performing the duties associated with that station (for example, multiple Air Surveillance Operator positions on a single aircraft). (MAJCOMs will specify which AFI 65-503, *US Air Force Cost and Planning Factors*, authorized crew duty station(s) flight test engineers may occupy during test functions. During periods when the flight test engineer is not actively performing his or her evaluation/test duties, Other time will be logged.) Except under conditions in this paragraph, the total primary time for any specific aircrew specialty will not exceed the total flight time.

3.4.1.5. Nonrated aircrew members on active flying AOs, qualified in specific aircraft, but tasked to perform in-flight aircrew duties for a time-sensitive mission in an aircraft in which they are not current and/or not qualified, will log aircrew certification code (first character of crew position) "F" and primary time for that mission. See also **Paragraph 3.3.1.5.1.**

**3.4.2. Secondary Flight Time.** Flight time logged by a crewmember who is performing inflight duties related to the crewmember's specialty, but who is not controlling the function of that specialty. Except as listed below, the total secondary time logged in each specialty will not exceed the total flight time. When crewmembers are in excess of the authorized crew complement, annotate in the remarks of the AFTO Form 781 the secondary duties performed by additional aircrew.

3.4.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time. **EXCEPTION:** Crewmembers in aircrew positions designated in AFI 65-503; and tasked to perform primary duties on aircraft other than their assigned aircraft (e.g., Flight Attendants tasked by TACC or HHQ to support Silver Bullet or DV missions) will log secondary time as long as they maintain currency in their primary aircraft. The member's aircrew certification code will reflect the current qualification. If not qualified in the aircraft, the member will log "X" or "O" as the aircrew qualification code first character IAW **Table A2.3**.

3.4.2.2. For pilots, log secondary time while occupying a duty position having a set of flight controls and not actively controlling the aircraft, instructing, or evaluating.

3.4.2.3. For other aircrew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions or additional PJs/CROs on AOs required to perform "in-flight duties" assisting mass aircrew/personnel on a rescue mission) when dictated by mission requirements.

3.4.2.3.1. Annotate in the remarks section of the AFTO Form 781 specific inflight duties performed and circumstances that require additional crewmembers (in addition to basic crew complement) to perform the mission.

3.4.2.4. A current Aeromedical Evacuation Crewmember (AECM) may log secondary time when performing simulated patient duties or Mission Clinical Coordinator duties during aeromedical readiness missions. A noncurrent AECM may only log Other flight time when performing simulated patient duties

3.4.2.5. Except as provided for in AFI 65-503, the total secondary time logged in each specialty will not exceed the total flight time.

3.4.2.6. Pararescue aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions, may log secondary time when performing simulated patient duties or Mission Coordinator duties on mass personnel recovery training missions. Secondary time is authorized only during such time those in-flight duties are performed. During periods when the PJ is not performing "in-flight" duties associated with the rescued members or mission coordinator, or non-current for that MDS, only Other flight time will be logged.

**3.4.3. Instructor Flight Time.** Flight time logged by a designated and qualified instructor while actively performing authorized instructional duties. Includes "hands on" time during demonstration activities that are part of instructional duties. The instructor is not required to occupying a primary duty station established for that specialty, but must be actually performing instructor duties. Except as provided for in this section, members must be

qualified and current in the aircraft to log instructor time. Except as provided for in AFI 65-503 and **Paragraph 3.4.3.1.**, the total instructor flight time for each aircrew specialty will not exceed the total flight time.

3.4.3.1. Instructors may log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for the three-person crew or third pilots in the navigator seat). Only the amount of time used to train a specific event may be logged as instructor time. If more than one instructor of like specialty are on the aircraft to provide simultaneous instruction for crewmembers of different specialties, both instructors may log instructor time (e.g., two instructor navigators are on the same aircraft, one is instructing a student navigator and the other is instructing a boom operator). In this case, total instructor time logged may exceed total flight time logged. Enter a remark on the back of the AFTO Form 781 explaining the rationale for logging excess instructor time.

3.4.3.2. Two instructors (to include FTU) of the same specialty may fly together and each log instructor time; however, total instructor time logged may not exceed total flight time logged. (e.g., A new FTU instructor is flying with a student crew and a more experienced FTU instructor flies with the new FTU instructor; instruction can occur between the new FTU instructor and student or between the experienced FTU instructor and new instructor, but not both simultaneously. Therefore, the total instructor time logged may not exceed total flight time.)

3.4.3.3. Aircrew members who are instructor qualified in one aircraft, and who are current and qualified (but not qualified as an instructor) in another aircraft, may log instructor time while flying in the second aircraft and providing instruction to an aircrew member in the first aircraft. This applies to instructors in single seat aircraft who are also qualified in chase aircraft, but who do not maintain instructor qualification in the chase aircraft. Instructor time may be logged only while actively providing instruction. Enter a remark on the back of the AFTO Form 781 to explain the rationale for logging instructor time in the chase aircraft (this paragraph may be cited as a reference).

3.4.3.4. Instructors will log primary, secondary, or other time, depending on their activity, when not performing instructor duties.

3.4.3.5. Log simulator console time as instructor time when the crewmember is qualified as an instructor in the aircraft. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they may log simulator console time as instructor time. MAJCOMs will determine which types of simulators qualify for this approval, e.g., operational flight trainers, weapon system trainers, etc.

**3.4.4. Evaluator Flight Time.** Flight time flown by a designated and certified flight evaluator while actively performing authorized flight evaluation duties. Includes “hands on” time if coincident with performance of flight evaluator duties. The member is not required to occupy a primary duty station established for that specialty, but must be actually performing evaluator duties. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

3.4.4.1. **(Added)** Aircrew members who are designated and certified as a flight evaluator in one aircraft, and who are current and qualified (but not certified as a flight evaluator) in another aircraft, may log evaluator time while flying in the second aircraft and evaluating an aircrew member in the first aircraft. This applies to flight evaluators in single seat aircraft who are also qualified in chase aircraft, but who are not certified as a flight evaluator in the chase aircraft. Enter a remark on the back of the AFTO Form 781 to explain the rationale for logging evaluator time in the chase paragraph (this paragraph may be cited as a reference).

3.4.5. **Other Flight Time.** Flight time flown by members who are on the flight authorization, but who are not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft). Indoctrination fliers log other time. Crewmembers will log other time during periods of crew rest or sleep.

3.4.6. **Combat and Combat Support Flight Time.**

3.4.6.1. **Combat.** Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force when there is risk of exposure to hostile fire. Aerial activity in support of forces engaged in combat when there is risk of exposure to hostile fire. Combat includes both elements: activity against an enemy or opposing force (or activity supporting forces engaging an enemy or opposing force) *and* risk of exposure to hostile fire.

3.4.6.1.1. As soon as possible after a combat zone is established, the Commander Air Force Forces (COMAFFOR) will identify which portion constitutes hostile airspace. Hostile airspace is airspace within a combat zone that has been specifically designated as hostile airspace by the COMAFFOR, based on risk of exposure to hostile fire. The combat zone may contain areas that are not designated as hostile airspace. For the purposes of logging combat time the aerial activity must be accomplished in a designated combat zone within the designated hostile airspace. Flight within the combat zone but outside of the designated area or areas of hostile airspace does not qualify as combat time, since there is no risk of exposure to hostile fire. (**EXCEPTION:** In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances may permit those aircrews to log combat time outside of the hostile airspace and/or outside of the designated combat zone. If an exception is granted, include the exception in the guidance designating the combat zone and the hostile airspace.) COMAFFOR will publish guidelines specifying which aircraft missions may log combat/combat support flight time and will identify the inclusive dates that the hostile airspace is activated for logging combat time. During contingencies when a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with AF/A3/5 to establish hostile airspace criteria and guidelines for logging combat/combat support flight time. **NOTE:** COMAFFOR will issue new guidance and procedures every two years to ensure all Air Force units are aware of the current policy.

3.4.6.2. **Combat Support.** Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force that operate outside the designated hostile airspace, where there is no risk of exposure to hostile fire. Includes aerial activity directly supporting forces engaged in combat or directly supporting those who are actively supporting combat when the aerial activity occurs outside the designated hostile airspace. Hostile airspace is determined as described above under combat time.

3.4.6.3. Combat or combat support time will be logged from takeoff to landing when an individual: (1) meets the requirements of combat/combat support flight time, (2) is on an AO that requires the member to fly, (3) is listed on the flight authorization authorized to perform in-flight aircrew duties and, (4) is required for the mission IAW **paragraph 3.3.** of this instruction. Additionally, eligible members authorized to fly IAW **paragraph 3.7.1.** may log combat or combat support time. Do not combine mission symbols; use one symbol for the entire flight.

3.4.7. **Unmanned Aircraft System (UAS) Time.** UAS crews may be authorized to simultaneously control more than one aircraft during flight operations. The total time logged by each individual will reflect the total time spent controlling aircraft inflight and is not dependent upon the number of aircraft actually controlled. Flight time logged will not exceed the time the individual was performing inflight duties.

**3.5. Flight Condition Time.** The categories listed in **Paragraph 3.4.** are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged will be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following guidance for logging flight condition time:

3.5.1. **Night Time.** That portion of primary, secondary, instructor, or evaluator flight time logged between the end of evening civil twilight and the beginning of morning civil twilight, as published in the *American Air Almanac*. (**EXCEPTION:** An evaluator will log night time as a flight condition in conjunction with "other" flight time when performing evaluation duties onboard aircraft in which he or she does not maintain qualification.) Crewmembers having night training requirements (includes wear of NVG) specified by Air Force or MAJCOM publications will log this time. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months. May be logged in a flight simulator when operating in simulated night conditions.

3.5.2. **Primary Instrument Time.** The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

**3.5.3. Primary Simulated Instrument Time.** The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition. May be logged in a flight simulator.

**3.5.4. Night Vision Goggle Time.** The portion of flight time logged by an aircrew member wearing night vision goggles between the end of evening civil twilight and the beginning of morning civil twilight, as published in the *American Air Almanac*. Crewmembers performing aircrew duties in a crew position with NVG training requirements will log this time while wearing NVGs. NVG time may also be logged by flight surgeons and aircrew members instructing or evaluating individuals who are performing crew duties where NVGs are required and worn. NVG time will not exceed total night time logged. NVG time may be logged in a flight simulator if the simulator is accredited for NVG training (simulator model and simulator software).

**3.6. Non-rated Flight Time.** Non-rated aircrew members will log flying time using the proper flight authorization duty code. Log time only when authorized on AOs and when actively performing specific inflight duties as designated by flight authorization orders (**Paragraph 3.9**). Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require AECMs in a crew position, being instructed, being evaluated, or as listed in **Paragraph 3.4.2.4** above.

### *Section 3C—Logging of Flight Activity (General)*

**3.7. Logging Flight Time for Pay.** Credit only flight time logged according to **Paragraph 3.3** toward incentive pay requirements. Flight time flown in "O" or "X" status does not entitle the member to OFDA credit, ACIP or HDIP. **NOTE.** See **Attachment 2, Table A2.3**. **EXCEPTION:** Air Technicians (AT) and Air Reserve Technicians (ART) must be in military status to log time for incentive pay. This Air Force Instruction and MAJCOMs define the inflight duties that qualify individuals for ACIP, CEFIP, or HDIP.

**3.7.1. Logging Flight Time by Rated Officers and CEAs Who are Qualified in One Aircraft and Not Other Types of Aircraft Assigned to Their Units.** MAJCOMS and equivalent organizations, and subordinate organizations, may authorize commanders (including unit commanders) and key supervisors (API 6, 8, B, or D) who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, to fly in a primary crew position in assigned aircraft in which they are not qualified. Individuals will be under the supervision of an instructor for the applicable crew position. The crewmember will log an "O" or "X" as the aircrew qualification code first character and his or her assigned second character crew position code IAW **Table A2.3**. (As noted above, Flight time flown in "O" or "X" status does not entitle the member to OFDA credit, ACIP or HDIP.) See also **paragraph 3.4.1.1.1**. Members who fly IAW this paragraph will log all applicable flight time, to include combat or combat support time (see **paragraph 3.4.6.3**).

**3.8. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status.** Personnel in such status do not log flying time in their specialty in US Government aircraft except as provided in FAC waivers listed in **Table 2.2**, **paragraphs 2.9.2.2**, **2.10.1.1**, and **2.16**. In all such cases, inactive crewmembers must maintain physical and physiological qualification (if applicable) for aviation service.

**3.9. Non-rated Crewmembers and Operational Support Flight Time.** Inflight duties authorized by Air Force and MAJCOM instructions determine the proper flying duty or position symbol for logging flight time on AFTO Form 781. This flying time is accomplished when actively performing inflight duties as follows:

**3.9.1. Non-rated Crewmember Duty.** When on AOs and properly assigned to an authorized non-rated aircrew position as part of the regularly constituted crew IAW AFIs 11-401, 11-402, and 65-503, and:

3.9.1.1. The individual's primary duty requires the performance of inflight duties on a frequent and regular basis.

3.9.1.2. The approved inflight duties are essential to operating aircraft systems and associated equipment required for mission accomplishment.

**3.9.2. Operational Support (Non-crewmember) Duty.** Members are placed on AOs for a specified time and must be properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. They are on flight status for limited periods to perform essential and specific in-flight duties that cannot be accomplished by authorized aircrew personnel. Refer to AFI 11-402 for guidance.

**3.10. Logging Flight Time in Non-US Air Force Aircraft.** Only members performing inflight duties authorized by **Paragraph 1.11** may log flying time in non-Air Force aircraft for credit towards OFDA requirements or incentive pay. Otherwise only "Other" flight time will be credited in an individual's flight records.

**3.11. Logging Other US Military Time.** Total career flight time obtained in the service of other US military agencies when not officially directed by the Air Force, and when verified by logbook or other official records certified by authorized persons. This time will be entered into ARMS in the Other US Military hour block. Time obtained in other US military aircraft is not included in this category if performed in an official capacity (e.g., directed by competent Air Force order); such time is recorded as Air Force rated time.

**3.12. Logging Student Time.** Total career flight time acquired by rated trainees in USAF or USAF-directed undergraduate flight training prior to attaining a rating. This time will be entered into ARMS in the student time hour block.

**3.13. Logging Foreign Military Time.** Total career flight time obtained in the service of other governments when not officially directed by the Air Force, and when verified by logbook or other official record certified by authorized persons. This time will be entered into ARMS in the Foreign Military hour block.

**3.14. Logging Flight Time in Other Than Military Aircraft.** Flight time logged according to **Paragraph 3.3** in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force AOs and such flying is inherent in the primary duty

assignment of the person concerned. Aircrews must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF or Introductory Flying Training missions, be in aircraft with 450 or more rated horsepower.

**3.15. Logging Civilian Flight Time.** Total career flight time acquired in civilian aircraft of 450 or more rated horsepower, when verified by logbook or other official record certified by authorized persons. (These authorized persons are operations officers of military aviation activities; suitable agents of commercial aviation companies; operating managers of fields from which the reported flying was performed, if in privately owned aircraft; and officials of recognized civil flight schools.) This time will be entered into ARMS in the civilian hour block.

**3.16. Quarterly General Officer Flying Hour Information Report.** MAJCOMs will submit Quarterly GO Flying Hour Information Report (RCS: HAF-A3O[Q]0702) via message to HQ USAF/A3OT by the 15th of the month following each calendar quarter. This report is designated emergency status code C-3. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Continue reporting during emergency conditions, delayed precedence. Discontinue reporting during MINIMIZE. The report will include the following:

- 3.16.1. Rank/Name/Position. Include general officer selectees.
- 3.16.2. Aircraft qualification/aircrew status.
- 3.16.3. Flight Authorization Duty Codes.
- 3.16.4. Aircrew Position Indicator Code/Aviation Service Code.
- 3.16.5. Total flight hours/sorties in all aircraft in which the member maintains qualification (AF Form 8) by aircraft and by flight time category.

### **3.17. Adopted Forms:**

DD Form 149, *Application for Correction of Military Record Under the Provision of Title 10, U.S. Code, Section 1552*

DD Form 2131, *Passenger Manifest*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 480, *Aircrew AFSC/Active Flying Justification*

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 922, *Individual Jump Record*

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781F, *Aerospace Vehicle Flight Report and Maintenance Document*

AFTO Form 781G, *General Mission Classification-Mission Symbols*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*

AFTO Form 781M, *Status Symbols and Functional System Codes*

**3.18. Prescribed Forms:**

AFTO Form 781 *ARMS Aircrew/Mission Flight Data Document*

AF Form 1887 *Aeronautical Order Aviation Service*

AF Form 3520 *ARMS Aircrew/Mission Flight Data Extract*

AF Form 4327 *ARMS Fighter Flight Authorization*

AF Form 4327a *Crew Flight Authorization*

DANIEL J. DARNELL, Lt Gen, USAF  
DCS, Operations, Plans, and Requirements

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 653

Title 10, United States Code, Section 2012

Title 32, United States Code, Section 508

Title 37, United States Code, Sections 205, 301a, 301b, and 320

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AFPD 11-4, *Aviation Service*, 1 Sep 2004

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AFI 10-206, *Operational Reporting*, 4 Oct 2004

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AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 29 Jul 2003

AFI 11-403, *Aerospace Physiological Training Program*, 20 Feb 2001

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AFI 11-421, *Aviation Resource Management*, 1 Nov 2004

AFI 16-107, *International Personnel Exchange Program*, 2 Feb 2006

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 1 Dec 2004

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 29 Jun 2006

AFI 24-101, *Passenger Movement*, 27 Oct 2004

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AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 35-101, *Public Affairs Policies and Procedures*, 29 Nov 2005

AFI 36-2110, *Assignments*, 20 Apr 2005

AFI 38-201, *Determining Manpower Requirements*, 30 Dec 2003

AFI 48-123, Volumes 1-4, *Medical Examinations and Standards*, 5 Jun 2006

AFI 65-103, *Temporary Duty Orders*, 5 Aug 2005

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFMAN 37-123, *Management of Records*, 31 Aug 1994 (will convert to 33-363)

AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*, 3 Nov 1994

### ***Abbreviations and Acronyms***

**A1—(DELETED).**

**A3—(DELETED).**

**A4—(DELETED).**

**A8—(DELETED).**

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACIP**—Aviation Career Incentive Pay

**ACM—(DELETED).**

**AE**—aeromedical

**AEB**—Aircrew Evaluation Board

**AECM**—aeromedical evacuation crewmember

**AETC**—Air Education Training Command

**AFMC**—Air Force Material Command

**AFMS**—Air Force Manpower Standard

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**AFSPC**—Air Force Space Command

**AMC**—Air Mobility Command

**AMOG**—Air Mobility Operations Group

**ANG**—Air National Guard

**API**—aircrew position indicator

**ARC**—Air Reserve Component

**ARM**—aviation resource management/aviation resource manager

**ARMS**—Aviation Resource Management System

**AS**—aviation service

**ASC**—aviation service code

**ASD**—aviation service date

**CAP**—Civil Air Patrol

**CCT**—combat crew training  
**CEA**—career enlisted aviators  
**CEFIP**—Career Enlisted Flier Incentive Pay  
**CHARM**—chief, host aviation resource manager  
**CHARMS**—Consolidated Headquarters Aviation Resource Management System  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**COMAFFOR**—Commander Air Force Forces  
**CONUS**—Continental United States  
**CSO**—combat systems operator  
**DIA**—Defense Intelligence Agency  
**DNIF**—duty not involving flying  
**DoD**—Department of Defense  
**DoDFMR**—Department of Defense Financial Management Regulation  
**DRU**—direct reporting units  
**DSAA**—Defense Security Assistance Agency  
**DV**—distinguish visitor  
**EMTF**—Expeditionary Mobility Task Force  
**ESC**—entitlement status code  
**FA**—flight authorization  
**FAC**—flying activity code  
**FEB**—flying evaluation board  
**FME**—flight medicine element  
**FMS**—foreign military sales  
**FOA**—field operating agencies  
**FRF**—flight record folder  
**FSC**—flying status code  
**FSO**—Flight Surgeon Office  
**FY**—fiscal year  
**GSU**—geographically separated unit  
**HARM**—host aviation resource management  
**HDIP**—hazardous duty incentive pay  
**HPSP**—Health Professions Scholarship Program

**IOT&E**—initial operational test and evaluation

**JRF**—jump record folder

**MAAG**—Military Assistance Advisory Group

**MAJCOM**—Major Command. For the purposes of this AFI, ANG is considered a MAJCOM.

**MAP**—Military Assistance Program

**MDS**—mission design series

**MEGP**—(DELETED).

**MEP**—mission essential personnel

**MPF**—Military Personnel Flight

**NATO**—North Atlantic Treaty Organization

**NDAA**—National Defense Authorization Act

**OFDA**—operational flying duty accumulator

**OSA**—operational support aircraft

**OSD**—officer service date

**OT&E**—operational test and evaluation

**PACAF**—Pacific Air Forces

**PACOM**—Pacific Command

**PAO**—public affairs officer

**PCA**—permanent change of assignment

**PCS**—permanent change of station

**PEP**—Personnel Exchange Program

**PMAI**—primary mission aircraft inventory

**ROTC**—Reserve Officer Training Corps

**RP**—remote pilot

**SARM**—squadron aviation resource management

**SDI**—special duty identifier

**SEAL**—Sea-Air-Land Team

**SECAF**—Secretary of the Air Force

**SOC**—Special Operations Command

**SSN**—Social Security Number

**TAD**—temporary additional duty

**TALCE**—Tanker Airlift Control Element

**TARM**—tenant aviation resource management

**TDY**—temporary duty

**TFAP**—Total Force Absorption Program

**TSC**—transition status code

**UAS**—unmanned aircraft system

**UFT**—undergraduate flying training

**UMD**—unit manpower document

**UNRAPP**—USAFA Non-Rated Airmanship/Aviation Program Participants

**UPT**—undergraduate pilot training

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

**USAFE**—United States Air Forces in Europe

**U.S.C.**—United States Code

**USCENTCOM**—United States Central Command

**USEUCOM**—United States European Command

**USMILGP**—United States Military Group

**USSOCCOM**—United States Special Operations Command

**USSOUTHCOM**—United States Southern Command

**USUHS**—Uniformed Services University of Health Sciences

### *Terms*

**A-Staff**—(DELETED).

**Additional Crew Member (ACM)**—(DELETED).

**Aircrew**—The total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, US Air Force Cost and Planning Factors, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

**NOTES:**

1. The term "navigator" includes all navigator specialties and is synonymous with the designation Combat Systems Officer (CSO). New UFT graduates are designated CSOs, but previously qualified individuals will continue to be identified as navigators.
2. **(DELETED).**

**Air Force Aircraft**—US Government aircraft under US Air Force jurisdiction.

**Airmanship Programs (USAFA)**—Any USAF Academy course listed in the catalog and administered by the 306 FTG at the Academy airfield or deployed location.

**Authentication**—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official. The only seal authorized on AOs is on Department of the Air Force (DAF) orders (For example: A DAF order that awards a pilot rating).

**Authorized Aircrews**—Aircrews authorized according to AFI 65-503, USAF Cost and Planning Factors, Attachment A36-1 (Authorized Aircrew Composition Active Forces), Attachment A37-1 (Authorized Aircrew Composition Reserve Forces), and Attachment A38-1, (Authorized Aircrew Composition Guard Forces).

**Aviation Career Incentive Pay (ACIP)**—Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, and the FY 96 National Defense Authorization Act.

**Aviation Service Date (ASD)**—Effective date of the first aeronautical order to perform flight duties. For rated officers, this date is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to an aeronautical rating and is placed on aeronautical orders (for example, class start date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. (EXCEPTION: The ASD for medical students who have completed Course 50BY9351 will be the date post graduate medical training is completed, an unrestricted medical license is attained, AFSC 48XX is awarded, and the flight surgeon rating is assigned. All requirements must be accomplished for award of the ASD.) For Air Battle Managers, the ASD is the date the crewmember enters formal ABM flying training (class start date). For career enlisted aviators, the ASD is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to career enlisted aviator status and is placed on aeronautical orders. Rated ASDs and CEA ASDs are established separately. See also AFI 11-402.

**Aviation Programs (USAFA)**—Any USAF Academy course listed in the catalog and administered by the Dean of Faculty in conjunction with the 306 FTG at the Academy airfield or deployed location.

**Career Enlisted Aviator (CEA)**—Personnel in AFSCs 1AXXX and 8A000.

**Career Enlisted Flier Incentive Pay (CEFIP)**—Incentive pay for career enlisted aviators in an aviation career as authorized in the FY 00 NDAA.

**Civil Air Patrol**—United States Air Force (CAP-USAF)—CAP-USAF is the Air Force agency that coordinates or approves use of the Civil Air Patrol to carry out non-combat missions of the Air Force (IAW AFI 10-2701).

**Commander**—When used in this instruction, "commander" refers to a wing commander (or comparable level), or any level higher within the chain of command, of a flying unit to which an individual is assigned or attached for flying. If an individual is geographically separated from the wing, authority may be delegated to a group or squadron level.

**Conditional Entitlement**—The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive ACIP, CEFIP, or HDIP, conditional to meeting minimum monthly flying time standards IAW DoD FMR 7000.14-R, Volume 7A, Chapters 22 and 24, and AFI 11-421.

**Continuation Training**—The continuation training program provides crew members with the volume, frequency, and mix of training (flying and ground training) necessary to maintain proficiency in the assigned qualification level. This training must be recorded in the ARMS database.

**Continuous Entitlement**—The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive ACIP or CEFIP without regard to flight activity.

**Flight**—For the purpose of this instruction only, a flight is synonymous with a mission.

**Flight Authorization (FA)**—A single document used to identify all aircrew, operational support, and authorized non-interference members on AOs, who are qualified and required to perform duties on specific aircraft for a scheduled mission. MEP may be placed on the flight authorization, only in the Remarks section. AE/PJ FAs are attached to the aircraft FA for the mission(s) on which they performed duties.

**Form**—Term used to identify Air Force forms and IMTs (Information Management Tools). IAW AFI 33-360, the IMT designator is being phased out; it is not used in this publication.

**Frequent And Regular**—"Frequent and regular" is a DoD 7000.14-R, Volume 7A, Part Two, term which establishes the minimum monthly flight requirements to be entitled to conditional Aviation Career Incentive Pay (ACIP), Career Enlisted Flight Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP). DoD 7000.14-R, Volume 7A, Part Two, sets the minimum at four hours for active duty (DoDFMR, Part Two) and two hours for Air Reserve Components (ARC) per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform inflight duties.

**Government Aircraft**—An aircraft owned, operated, or leased by the US Government.

**Hazardous Duty Incentive Pay (HDIP)**—Incentive pay authorized for personnel required to perform flight duties on a frequent and regular basis.

**Host Aviation Resource Management (HARM) Office**—The office responsible for ARMS, flight record, and jump record management. The HARM office determines entitlement to ACIP, CEFIP, and HDIP.

**Host Aviation Resource Manager**—The sole approval authority (except for AF/A3O-AT) at each flying base for determining entitlement and the starting and stopping of Aviation Career

Incentive Pay (ACIP), Career Enlisted Flier Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties; responsible for interpreting public law as it pertains to entitlement to these incentive pays along with auditing and reconciliation of these incentive pays; and the single point of contact for ARMS. This position is inherently governmental.

**Instrument Flight**—Flight conducted when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments.

**Intent**—For the purpose of publishing an Aeronautical Order, the intent of an AO is to validate individual qualification for aviation and/or parachutist service, authorize and direct frequent and regular participation in aerial flight or parachute duties; and establish or terminate individual entitlement to ACIP, CEFIP, and HDIP. Intent also includes the effective date of the AO.

**Interfly**—The exchange and/or substitution of aircrews and aircraft between MAJCOMs.

**Mission**—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. Several missions may be accomplished in one sortie. See .

**Mission Essential Ground Personnel (MEGP)**—(DELETED).

**Mission Essential Personnel (MEP)**—personnel who are required for the execution of the aircraft or unit mission, to include follow-on missions. Includes additional aircrew members required for follow-on missions (may be further defined in MAJCOM supplements to this instruction) and personnel not authorized AOs who are tasked to perform ground support duties at enroute locations or destination points that are directly related and essential to accomplishment of the aircraft or unit mission, e.g. a specialist or technician required to provide aircraft support or a security team required to guard the aircraft. MEP may include military staff personnel and U.S. Government employees when those individuals are required for the mission. MAJCOMs may further define MEP in supplements to this instruction but guidance may not be less restrictive than the guidance contained herein. The OG/CC (or equivalent) with operational control of the aircraft grants MEP status. (**EXCEPTIONS:** For AMC missions already in the system, the TACC Senior Controller may approve MEP status. MAJCOM Standardization/Evaluation Chiefs may approve MEP status for MAJCOM or MAJCOM-gained missions for evaluators assigned to the MAJCOM.) If operational control transfers, the OG/CC (or equivalent) who assumes follow-on operational control may continue/revise MEP status (coordinate changes with originating authority). MAJCOMs may establish intra-command and inter-command guidance to facilitate this process. MEP, to include additional crewmembers who fly in MEP status, are passengers and may only fly in aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R. (**EXCEPTION:** MEP who are mission essential to aircraft launch/ recovery may fly on aircraft not normally equipped for carrying passengers. MEP who fly under the provisions of this exception must be physically and physiologically [when required] qualified and must complete applicable egress training prior to flight.)

**Officer Service Date (OSD)**—Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For

flight surgeons, the OSD includes constructive service granted medical officers in the computation of creditable service for basic pay.

**Operational Flying**—Flying performed under competent orders by rated and CEA personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

**Operational Support Flier**—An individual whose primary, full-time duty does not require flying. The Air Force may require these individuals to fly on an occasional basis to perform a specific, essential inflight duty that cannot be performed by an assigned aircrew member. Duties may include, but are not limited to inflight test, operation, or inflight maintenance of specific aircraft systems or installed equipment. To receive non-crew hazardous duty pay, operational support fliers must be placed on aeronautical orders and complete prescribed flying hour requirements. Authorized man-months are required prior to issuance of aeronautical orders.

**Orientation Flight**—Continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin. See also paragraph and .

**Pilot In Command**—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission.

**Point-To-Point**—Point-to-point means flights that takeoff from one location and land at a different location. Point-to-point orientation flights are not authorized.

**Sortie**—An AFTO Form 781 aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. For logging aircrew proficiency training, on missions during which some crewmembers deplane and the remaining crew from the original takeoff re-launch, this may be considered to be a continuation of the original aircrew sortie. MAJCOMs may establish MDS-specific crew requirements and procedures for aircrew continuation sorties.

**STANAG 3526 AMD**—Interchangeability of NATO Aircrew Medical Categories.

**Supervisory Aircrew Or Staff Member**—Personnel in supervisory or staff positions (API 6, 8, B, and D) who actively fly; or in positions (API 3, 4, C, and E) that require aircrew expertise but individuals are not required to fly.

**Training Level**—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, or mission ready/combat mission ready) they are required to maintain.

**Training Period**—Any training period determined by the MAJCOM or Wing in which training requirements are performed.

**Unit Commander**—When used in this instruction, "unit commander" refers to the squadron commander (or comparable level) or higher level within the chain of command.

**UNRAPP**— USAFA Non-Rated Airmanship/Aviation Program Participants. Includes service academy/ROTC cadets/midshipmen, foreign exchange students assigned to USAFA, 306 FTG-assigned/USAFA assigned casual status officers previously qualified in USAFA airmanship and aviation programs, DoD/contractor (FAA-rated pilots, USPA-licensed parachute instructors, civilian coaches, FAA-designated flight examiners) and other personnel specifically authorized by HQAETC/A2/3 to participate in USAFA airmanship programs.

## Attachment 2

### INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

**A2.1. Purpose.** The AFTO Form 781-series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. This form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly. The original AFTO Form 781 must be maintained in the HARM office that services the unit to which the aircraft is assigned. This form is available for downloading on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**A2.2. Scope.** These instructions apply to all members authorized to log flight or training device time in an airborne duty or position for the purpose of maintaining an official Air Force Flight Record.

**A2.3. Responsibilities.** The AFTO Form 781 is established by TO 00-20-1. In most cases, maintenance personnel are responsible for distributing and collecting these forms. Completing the AFTO Form 781 and other forms in the series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The crew chief or alternate ensures a sufficient number of copies of AFTO Form 781 are onboard the aircraft and completes items 2 through 5 on a sufficient number of copies to fulfill mission requirements. If the forms are generated in advance, the pilot in command will confirm with maintenance personnel the correct data for items 2 and 3.

A2.3.2. The pilot in command ensures the AFTO Form 781 is dated and properly completed to show all pertinent flight data and the flight time for all personnel authorized to take part in the flight. The pilot in command will initial item 40 for each flight sequence flown under item 6.

A2.3.2.1. (DELETED).

A2.3.2.2. (DELETED).

A2.3.2.3. (DELETED).

A2.3.3. The completed AFTO Form 781 must be processed in the maintenance information system and delivered to the SARM for ARMS updating, then provided to the HARM office.

A2.3.3.1. Gives to the maintenance organization that services the aircraft assigned to that unit the necessary organization and location information to be entered in items 4 and 5 of AFTO Form 781. This ensures completed forms are sent to the proper SARM or HARM office for entry into ARMS.

A2.3.3.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and eligibility and initials in item 41 of the form before sending it to the HARM office. Where local procedures establish the HARM office as the auditing agency, the responsible individual from that office initials the form in item 41.

A2.3.3.3. The original copy of the AFTO Form 781 must be provided to the HARM office that services the unit to which the aircraft is assigned no later than 5 days after the end of the month in which the flights were performed. For example, the Form 781 for a flight flown in March must be turned in to the servicing HARM office NLT 5 April. **EXCEPTION:** ARC units that track/maintain ACIP and CEFIP entitlement information may forward the AFTO Forms 781 to the servicing HARM office not later than the first day following two months after the month in which the flight was performed. In the above example, the forms would not be required to be turned into the HARM office until 1 June.

A2.3.3.3.1. SARM offices will not maintain duplicate copies of AFTO Forms 781 (including extracts). If changes are required after the flight information has been entered in ARMS and the form is at the HARM office, the pilot in command must contact the HARM office to make corrections.

**Table A2.1. AFTO Form 781 Entries.**

<b>ITEM</b>	<b>ENTER</b>
2	MDS designator from AFTO Form 781F, item 12. Example F016A.
3	Enter the aircraft serial number. Use the following format for entry in ARMS, last two digits of the year, followed by a dash, then the last four digits of the tail number. <b>Example:</b> 83-0142.
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 52 FW (USAFE)). This will be the HARM office that processes and files the original forms.
5	The name of the installation whose HARM office services the unit charged for flying hours identified in item 4 and processes and files the original AFTO Form 781.
<b>AFTO FORM 781 ENTRIES (CERTIFIED BY THE PILOT IN COMMAND)</b>	
1	Date. Use the Greenwich Mean Time (GMT) date in the following ARMS compatible format: (Example) 22 Sep 2008
6	The flight sequence of each particular leg of the flight.
7	Mission number assigned for this leg of the mission (MAJCOM option).
8	Authorized mission symbol for each flight. Aircrew may enter all flights on the same GMT date on a single AFTO Form 781.
9	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL." Use "XXXX" for classified locations or locations without an official ICAO identifier (i.e. a CV-22 landing in a field).
10	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL." Use "XXXX" for classified locations or locations without an official ICAO identifier.
11	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown; however, a series

ITEM	ENTER
	of practice landings is considered one flight. (c) A change is made in the crew where a crewmember enplanes or deplanes. <b>NOTE:</b> When a flight starts before 2400 GMT and ends after GMT midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.
13	Subtract takeoff time from landing time. Use the conversion table to the right to convert to hours and tenths, and enter the result.
14	Number of touch-and-go, full stop, and total landings.
15	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 12; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.
16	Special use as specified by MAJCOM.
17	Flight authorization number generated in the SARM as specified in AFI 11-421. (MAJCOM option.)
18	Unit issuing the flight authorization and designated to perform this mission (MAJCOM option).
TOTALS	Sum of flight sequences “a” through “f” for total flight time, landings, and sorties at the end of the mission.
19	Four-digit unit number to which the crewmember is assigned/attached for flying purposes. Use leading zeros when the unit number has fewer than four digits.
20	Last four digits of the SSN of the crewmember. An error in this entry will result in time being lost or credited to another crewmember.
21	Crewmember’s last name (printed). May use additional characters if another member in the unit has the same last name.
22	Flight Authorization (FA) Duty Code assigned on the FA to the crewmember for this mission. This code cannot be higher than the individual’s current qualification, but will indicate duties that the individual crewmember is scheduled to perform on the mission. For example, if the individual is an IP, but is scheduled to perform MP duties on a mission, the individual will be listed as an MP on the Flight Authorization. Refer to <b>Table A2.3</b> for a complete list of duty codes. <b>NOTE:</b> The only time the FA code will not match the scheduled duties on the FA is for extenuating circumstances. The AC must document the reason in the remarks of the AFTO Form 781. For example, a pilot was scheduled to perform IP duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DNIF and did not fly, so the pilot only performed primary duties. MP is logged with primary time and the AC documents the reason in the remarks section. When using the FA more than one day, log FA Duty Code actually performed and annotate in remarks if different from the FA.
23-28	Times in hours and tenths for each category as defined in <b>Chapter 3</b> of this instruction. The total time in item 28 cannot exceed the grand total in item 13 and total of items 23 through 27 cannot exceed item 28.
29	Total number of sorties for this crewmember. Entry is normally the grand total (see item 15, above).
30, 33, 34, 36	Hours and tenths of time performed in night, instrument, simulated or NVG conditions, as defined in <b>Chapter 3</b> of this instruction.

<i><b>ITEM</b></i>	<i><b>ENTER</b></i>
35, 37	Number of Combat and Combat Support Sorties flown that meet requirements as defined in <b>Chapter 3</b> of this instruction.
38	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Unit Training Assembly (Inactive Duty), 3=Flying Training Period (Inactive Period), 33=Dual Additional Flying Training Period (Inactive Duty), 4=Civilian (ART).
39	Initials of maintenance personnel at the debriefing who reviewed the form.
40	Initials of the pilot in command who certifies the form for accuracy. For multiple sorties, the pilot in command initials for each sortie sequence. If the pilot in command changes during multiple sorties, the individual who acted as pilot in command for a particular sortie must initial in the sortie block. If the pilot in command changes during any single sortie, the last individual to act as pilot in command for that sortie will initial the sortie block.
41	Initials of the unit operations officer or Aviation Resource Manager (ARM) who verifies the accuracy and legibility of the form prior to entry into ARMS.
42	Date (e.g., 22 Sep 2008) and initials of the ARM who input and audited the form.
43	Date (e.g., 22 Sep 2008) and initials of the ARM who audited and processed the form.

**A2.4. Extract AFTO Form 781.** Each individual on the form whose flight records are maintained by another HARM office prepares a data extract photocopy of the original AFTO Form 781 to be sent, usually within five duty-days, to that member's HARM office. If more than one individual named on the form is serviced by the HARM office, a single data extract copy may be used. For example Captain Grengs, a pilot from Minot AFB, flew a mission at Grand Forks AFB. A photocopy of the AFTO Form 781 is made, certified in item 43, and sent to the HARM office at Minot. Extracts at the same base for aircrew members serviced by the same HARM office are not authorized.

A2.4.1. Individuals whose flight records have been closed out to transfer custody must prepare a data extract form for each authorized flight during that period.

A2.4.2. The data extract AFTO Form 781 is an exact copy of the original AFTO Form 781.

A2.4.3. Upon receipt of an extract, member's servicing SARM/HARM personnel will lightly line through individual mission data lines of members not in the local ARMS database, leaving only the members they will enter in ARMS. The SARM office responsible for management of the original AFTO Form 781 will have a line lightly drawn through members who were extracted (not from aircraft's home station).

A2.4.4. The data extract form is so identified and certified in item 43, either by a commissioned officer (preferably the pilot in command), a government civilian (when pilot in command), or by the HARM Chief/ Superintendent.

A2.4.5. See **Attachment 4** for an extract authorized for non-operational, long TDYs.

**A2.5. (DELETED).**

**A2.6. (DELETED).**

A2.6.1. (DELETED).

A2.6.2. (DELETED).

A2.6.3. (DELETED).

A2.6.4. (DELETED).

A2.6.5. (DELETED).

**Table A2.2. Authorized Mission Symbols.**

<b>Authorized Mission Symbols</b> ( <i>NOTE:</i> Only mission symbols listed in this table are valid. In ARMS the mission symbol is a five-character field. The first two characters must be IAW this table. MAJCOMs may assign additional characters as required (see Notes 1 and 2 at end of table).	
<b>CA, CC, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable</b>	
A1	<b>Scheduled Flights.</b> Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	<b>Scheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients on a scheduled frequency.
A3	<b>Nonscheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	<b>Nonscheduled Logistics.</b> Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	<b>Positioning or Repositioning.</b> The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	<b>Tactical Training.</b> Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	<b>Other.</b> Classified or other special missions.
A8	<b>Contingency Operations.</b> Contingency missions directed by HQ USAF.
A9	<b>United Nations (UN) Missions.</b> Missions in support of UN operations, as directed by HQ USAF.
<b>SUPPORT MISSIONS (CA and Z coded operational support aircraft only)</b>	

S1	<b>Administrative.</b> Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	<b>Personnel.</b> Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	<b>Material and Supplies.</b> Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	<b>Logistics.</b> Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.
S5	<b>Special.</b> Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	<b>Navigational Aids (NAVAIDS) Check.</b> Missions in which the main purpose is to flight-check radar and NAVAIDS.
S7	<b>Aircrew Qualification.</b> Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	<b>Support Training.</b> Missions in which the main purpose is to meet semiannual flight requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
<b>TRAINING MISSIONS (NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)</b>	
T1	<b>Student Training.</b> Missions where the main goal is to instruct and train pilots and air crew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
<b>CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable</b>	

T2	<b>Formal Major Weapon System (MWS) Training.</b> Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	<b>Operational Training.</b> Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for air lift service), and continuation training.
T4	<b>Special.</b> Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use
T6	Low Level Missions (defined by MAJCOMs).
T7	Reserved for future use
T8	<b>Tanker Task Force Support.</b> Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
<b>OPERATIONS MISSIONS</b>	
O1 / O2	As directed by HQ USAF.
O3	<b>Aircraft Delivery.</b> Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	<b>Test.</b> Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	<b>Direct Test Support.</b> Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	<b>Indirect Test Support.</b> Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.

O7	<b>Special (Air Force Materiel Command [AFMC] use only).</b> Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	<b>Maintenance Tests.</b> Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
<b>CA and Air Rescue CF Coded Aircraft Missions</b>	
O9	<b>Operational Reconnaissance.</b> Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 1).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 1).
R1-R9	As directed by HQ USAF (See Note 1).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
C2-C9	As directed by HQ USAF (See Note 1).
A - Z	Mission symbol letters not listed are to be used as directed by HQ USAF. Units must receive permission from AF/A3O-AT prior to using mission symbols not specified in this table.

**OPERATIONS NOTES:**

1. For the P, R, and C mission symbols, use the following third character suffixes to identify missions flown by specific MAJCOM: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X, Y and AFMC use Z. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide AF/A3O-AT a copy of directives on the use of these mission symbols.

2. For all missions flown in designated combat areas, make the third character an A to differentiate those combat missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.

<b>INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS</b> (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)	
L1-L8	<b>Contingency.</b> Special transport missions that support contingency plans and test exercises. AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC) assigns symbol to be used.
M1	<b>Cargo.</b> Scheduled transport missions where the main goal is to move cargo.
M2	<b>Passenger or Patients.</b> Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	<b>Cargo or Passengers.</b> Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	<b>Positioning for Channel.</b> Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	<b>Depositioning for Channel.</b> Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	<b>Special Assignment.</b> Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	<b>Non-revenue.</b> Nonscheduled missions operated in support of the airlift force other than exercises.
M8	<b>Joint Airborne or Air Transportability Training.</b> Transport missions where the main goal is joint airborne training.
N1	<b>Training and Standardization.</b> Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.
N2	<b>Tactical Training.</b> Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	<b>Search.</b> Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
<b>CA and Air Rescue CF Coded Aircraft Missions</b>	

N4-N8	<b>Reserved for Future Use.</b> These symbols are used to complement the contingency mission symbols as assigned by TACC.
<b>SIMULATOR TRAINER CLASSIFICATIONS</b>	
Q1	<b>Student Training.</b> Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	<b>Mission Training.</b> Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	<b>Maintenance Tests.</b> Performance of functional check flights.
Q5	<b>Simulator Test.</b> Missions to acquire data or verify simulator performance, handling qualities, and systems.
<b>SIMULATOR NOTES:</b> 1. Suffix "E" is reserved for engineering tests (hardware, software design, or development). 2. Suffix "F" is reserved for human factors research missions.	

A2.6.6. **Flight Authorization Duty Codes.** Flight authorization duty codes identify the aircrew member's flight duty status. They are four (or more) letter codes and MAJCOMs have the option to specify the third, fourth and any additional characters.

**Table A2.3. Flight Authorization Duty Codes.**

<b>Aircrew Qualification Codes (First Character)</b>		<b>Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP</b>
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Lt Colonel and below)	No
Z	Non-Interference Commander	No (Note 6)
<b>Aircrew Position Identifier (Second Character)</b>		
A	Astronaut (rated officer performing "non-crew" space station duty) or Other Aircrew Member (nonrated)	Yes

Aircrew Qualification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
B	Boom Operator	Yes
C	Copilot	Yes
D	Parachutist	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
I	(Deleted)	(N/A)
J	Pararescue Member	Yes
K	Airborne Communications System	Yes
L	Loadmaster or Dropmaster	Yes
M	Airborne Mission Systems/Specialist	Yes
N	Navigator/Combat Systems Officer	Yes
O	Air Battle Manager	Yes
P	Pilot	Yes
Q	Airborne Linguist	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	Remote Pilot	Yes (Note 5)
V	Airborne Battle Management Systems (Sensor Operator)	Yes
W	Weapon System Officer	Yes
X	Non-interference Commander	No (Note 6)
Y	Rated Flying Duties	Yes
Z	Operational Support, Airborne Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander authorized non-crew in-flight duty	Yes

To meet OFDA, ACIP, CEFIP, or HDIP requirements, aircrew members must comply with the following:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time. Operational Support medical technicians on AOs will only log primary time when performing in-flight medical assistance to actual patients. Only other time is authorized for periods of the mission when

medical assistance is not being provided. **EXCEPTION:** AFSPC and AETC medics will log primary time for that portion of the mission when they perform required temporary CEA duties on aircraft equipment (hoists and litters).

5. Non-interference flyers (other than flying unit commanders and UAS sensor operators) must receive HQ USAF/A3OT approval to log flying time on AFTO Form 781 and enter data into ARMS. See **paragraphs 3.3.1.5.2. and 3.3.1.5.3.**
6. Rated officers and CEAs will log second character crew position “Z” when tasked to perform in-flight non-crew duties (e.g. safety observer). Include a remark on the back side of the AFTO Form 781 to explain the duty performed.

**NOTE:** MAJCOMs may specify additional characters and may provide supplemental guidance.

### Attachment 3

## PREPARING AERONAUTICAL ORDERS

### A3.1. AO Purpose. AOs are:

A3.1.1. Published on AF Form 1887, or in an approved computer output format, AOs are used to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; to authorize and direct individuals (non-aircrew) to perform non-interference flying duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), and hazardous duty incentive pay (HDIP). HDIP for parachutists must specify static or HALO jump requirement and type of HDIP authorized. AOs initiating and authorizing aviation/parachutist service will not be effective before the member is medically qualified. This form is available for downloading on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

A3.1.2. Maintained in individual FRFs/JRFs to provide a complete chronological history of each individual's aviation/parachutist career. A record set will be maintained in the HARM office file system until moved to staging area.

A3.1.3. Distributed according to **Table A3.2**.

A3.1.4. Completed according to **Table A3.1** through **Table A3.4**.

A3.1.5. Signed by the wing Host Aviation Resource Manager (HARM). The wing HARM must be an Aviation Resource Management SNCO (E-7 or above/civilian equivalent [GS-6] or E-7/GS-7 or above for ANG) with a seven (7) skill level, with at least three years experience in the 1C0 career field, a current CHARM qualification, and SEI Code 066. **NOTE:** The MAJCOM 1C0 Functional Manager may waive this requirement. All waiver requests will include full justification, proof of member's qualification (copy of 1C0 training record AO task certification), and expected get well date. Send an information copy to AF/A3O-ATF for waivers approved for longer than 180 days.

A3.1.5.1. With approval of the MAJCOM 1C0 Functional Manager and subject to the qualification requirements listed in **Paragraph A3.1.5**, the assistant CHARM may sign aeronautical orders on behalf of the CHARM. Additionally, the statement "Signed for" must be written or typed above the signature block and the assistant CHARM will sign his or her name above the CHARM's signature block. The MAJCOM 1C0 Functional Manager will document this approval.

### A3.2. AO Publication. Publish AOs for:

A3.2.1. Officers and CEAs qualified for an aviation career (restricted to rated officers, officers in flying training leading to award of an aeronautical rating, or enlisted members in flying training leading to the CEA designation) to:

A3.2.1.1. Start or stop the requirement to perform operational flight/jump duty.

A3.2.1.2. Direct and record changes to ASC and incentive pay entitlement. When the AO initiates or terminates flight/jump pay at the same time as the ASC change, complete the bottom portion of the AO. This serves as a Military Pay Order (MPO) to start and

stop flight/jump incentive pay. HARM offices will use a DD Form 114 to start and stop past or future entitlements based on qualifications or actions not applicable to the current AO. MPOs may be cut as separate documents to control privacy act information contained in aeronautical order remarks section.

A3.2.2. Members (officer and enlisted) not qualified for an aviation/parachutist career to:

A3.2.2.1. Initiate or terminate member's requirement to perform regular and frequent flight as a crewmember.

A3.2.2.2. Direct and record changes to ASC, FAC 4, 5, 6, 8, and E duties and incentive pay entitlement.

A3.2.2.3. Establish or terminate member's requirement to perform frequent and regular parachute jump duties as a parachutist member.

A3.2.2.4. Initiate operational support and non-interference flying. Once AO terminates, it is no longer in effect. Do not publish an AO to terminate aviation service for these members.

A3.2.2.5. Track members required to perform UAV sensor operator duties. Termination date will be three years from the AO effective date or member's DOS, whichever occurs first. The AO will read as follows: "Initiate Sensor Operator Duties."

A3.2.3. Award authorized basic ratings and badges. AOs that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders. **NOTE:** Do not publish an AO to award advanced ratings or badges. HARM personnel will validate advanced ratings/badge criteria was satisfied IAW AFI 11-402 and update advanced ratings/badges in ARMS only. The day the information is updated in ARMS is the effective date for award of an advanced rating/badge. **NOTE:** HARM offices may publish AOs for professionally qualified government civilian employees using AF Form 1887. Do not publish AOs for qualified members of other US military or foreign services (unless in UFT), or government contractors. Place all members on the unit's flight authorization. (See [paragraph 1.8.](#)). Validate US military and foreign service members have competent orders (AOs) from their respective service directing them to perform flying duties. HARM offices may enter other US military, foreign service, government contractor, or government civilian members in ARMS for the purpose of tracking aircrew training and physical/physiological qualifications when the member will perform flying duties on a frequent basis.

### A3.3. General Instructions.

A3.3.1. The HARM office prepares AOs IAW this instruction and inputs from unit HARM offices, commanders (including unit commanders) and AF/A3O-AT.

A3.3.1.1. Number AOs in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year. For example: "FY06. Last AO was #2140."

A3.3.1.1.1. A record set of AOs contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for (log required), from the first order through the last order published for that fiscal year. Multiple logs and numbers (with letters added) are not authorized.

A3.3.1.1.2. A separate file of background material (from official sources) which supports each order's publication must be maintained for each fiscal year IAW AFMAN 37-123. Annotate (in ink) the background material in the lower right-hand corner (bottom margin of page) to show the order number to which it pertains. For example: "Supporting document (or background material) for AO # 0469, dated 15 Dec 2005."

A3.3.1.1.2.1. Source documents include information from personnel database interfaces, military identification cards, finance system documents, re-enlistment papers, etc. Do not use documents that transferred dates or information from one source document to another—use the source. If using information logged on a member's in-processing or out-processing checklist, for example DDLDS or Effective Date of Duty to process AOs, the HARM office will request a MILPDS interface and validate the data for processing the AO.

A3.3.1.1.3. Post each amendment AO to the HARM office record set and FRF/JRF. Post revocation AOs to the HARM office record set only. Enter an explanation in ink on the left margin of the original order. For example: "Revoked by AO #2424, dated 18 Sep 05."

A3.3.1.2. Confirm verbal orders (in writing) within three duty-days. Include in the written order the date and by whom the verbal order was issued and, if flying/jump status or aeronautical ratings/badges were affected, a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance."

A3.3.2. Unit commanders will notify the HARM office to request aviation or parachutist service actions that originate at the unit level. For example: Initiating aviation/parachutist service, non-interference flying, or operational support requests.

A3.3.3. The host base Information Management (IM) office will provide reproduction facilities for publishing AOs when facilities are not available within the HARM office.

A3.3.4. HARM offices may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure.

A3.3.5. A single AO may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. **EXCEPTION:** AOs awarding basic or advanced aeronautical ratings or badges do not contain other actions.

A3.3.6. Use AF Form 1887 or ARMS AO to amend or revoke a previous AO.

A3.3.6.1. Amend AOs to correct minor administrative errors (erroneous SSN, improper grade, termination date, misspelled name, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain the original effective date and only other required identifying data (name, grade, SSN, and organization) and the amended data. **If other personal data is the same as the AO being amended (ASD, ASC, FAC, etc.), it may also be included on the AO.** Underline amended items **and reference the amended item(s) in the AO remarks.** (An amendment makes the

amended order read as it should have initially.) An AF Form 1887 is the recommended medium for amending AO because, as an automated system, ARMS automatically includes current information that may not be applicable for the effective period of the AO being amended. This information may be included if it mirrors the AO being amended. Use of AF Form 1887 avoids HARM system "work-arounds" that entail entering false data into ARMS. False data may interface with other Air Force systems and corrupt promotion or assignment processes.

A3.3.6.1.1. HARM offices may use a single amendment AO to correct erroneous data on more than one AO if the data to be changed is the same on each incorrect AO. **EXAMPLE:** A HARM office does not amend the ASD and termination date on AOs following an ASD adjustment. This may be corrected by publishing one AO to correct the ASD and termination date and listing each AO number that required correction in the remarks section of the amendment AO.

A3.3.6.1.2. Do not publish an amendment order to another amendment order. Revoke the incorrect amendment and publish a single correct amendment.

A3.3.6.1.3. Amending a termination date is authorized, except on an AO published to change a termination date. In this case, the AO's intent was incorrect from the beginning. When amending an AO, document in ink the AO number and request date of the amendment AO on the lower left-hand margin of the original AO in the record set and FRF being amended. For example: "Amended by AO #13, dated 13 Oct 05."

A3.3.6.1.4. HARM offices will not amend an AO to correct an effective date. Since the intent of a published AO is that the AO is valid from the beginning (effective date), an incorrect AO effective date invalidates that AO from the beginning. HARM offices must revoke the AO and publish a new AO with the correct effective date and the required aviation service change.

A3.3.6.1.5. **(Added)** HARM offices will not amend an AO to correct an erroneous OFDA total or FAC unless the AO was published to mark an aviation service point, e.g. 12 years of aviation service, or to assign FAC 6/E, respectively.

A3.3.6.1.6. **(Added)** HARM offices will not amend a past AO solely to correct an erroneous authority paragraph reference. The authority paragraph reference must be correct on the member's current AO.

A3.3.6.2. Do not rescind AOs. Action taken on a later AO supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. **Example:** MSgt Jones", (ASC 9D) aeronautical order (AO) will terminate 27 December 2005. However, MSgt Jones reenlists on 15 Dec 2005, and will remain on active flying status. An AO must be printed to reflect the new termination date based on the new DOS; the effective date of the new AO will remain the same as the original AO that placed MSgt Jones on flying status.

A3.3.6.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the member's FRF or JRF.) However, the revoked AO must be filed with the record set background material of AOs to support the AO being published. When an AO is revoked, it no longer exists as an official document. Do not revoke a revocation; instead, publish a new order. For

**Example:** When the HARM office publishes AO #2424 to revoke AO #444. Remove AO #444 from the FRF and file AO #2424 in the HARM office record set. Document revoked information on the lower left-hand side margin of revoked AO. For **Example:** Revoked by AO #167, dated 18 Jan 03. HARM offices must send a copy of both AOs to the member and AFPC/DPAOY. AFPC/DPAOY maintains a permanent file in member's historical file to show all aviation service actions processed.

#### A3.4. Restrictions on Publication.

A3.4.1. Do not publish an AO to authorize Air Force Reserve Command (AFRC) or Air National Guard (ANG) personnel to take part in flight activity during short periods of EAD. **EXCEPTION:** AOs will be published for AFRC and ANG personnel while attending the Flight Screening Program.

A3.4.2. The AO effective date will not precede the date the member met all eligibility requirements.

A3.4.3. Prior to publication of an AO that will involuntarily terminate aviation service for non-CEA enlisted aircrew members, the HARM office must ensure the member was given a 120-day notification before removal from aviation service (IAW AFI 11-402). Receipt of assignment notification documentation from the MPF, as directed by AFI 36-2102, *Base-Level Relocation Procedures*, verbal orders of the member's unit commander (written confirmation must be received within three duty-days), or any official documentation received from AF/A3O-AT constitutes certification and will be noted in remarks of the published order. Place MPFs on distribution for all such AOs.

A3.4.4. AOs should not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement or OFDA, unless:

A3.4.4.1. The AO confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF. A retroactive statement is not necessary for this action. HARM offices will verify DDLDS documented on the member's in-processing sheet with MILPDS data.

A3.4.4.2. The AO involves circumstances where a directive establishes an effective date of AO. Cite the governing directive that applies as authority.

**Table A3.1. Instructions for Preparation of the AF Form 1887, Aeronautical Order Aviation Service.**

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1 (AO Action)	<b>(Initiate Aviation Service Period.)</b> When this item is entered for rated officers who were previous fliers (except flight surgeons), include in item 15 the total number of months of operational flying as of the effective date of the order (item 18). An aviation service period is initiated for rated officers and CEAs on entry into flying training that leads to an aeronautical rating or badge and at each subsequent aviation career phase point (10, 12, 15, 18, and 20 years aviation service).
	<b>(Change Aviation Service Code From.)</b> If member had no aviation service code before the date of this order, enter "NA".

Item #	Check appropriate blocks(s) and enter information as follows:
	<b>(Revoke/Amend.)</b> When AF Form 1887 is used to amend or revoke a previous AO indicated the action taken, and the previous AO number referenced. For example: "Amend AO 444." "Revoke AO 222," etc. Complete item 16 as required.
	<b>(Establish ASD.)</b> Used for all non-rated members who enter a course of instruction leading to pilot, navigator, flight surgeon, or CEA rating.
	<b>(Authorized Temporary Flying Duty.)</b> Used for cadets in special training status.
	<b>(Authorized Noninterference Flying Duty.)</b> Used for non-rated members required to perform official specific tasks (more than once) who do not meet the criteria to qualify for aircrew or operational support status.
	<b>(Other.)</b> Used for all other reasons. Complete item 16 as required.
Item 2 (Entitlement Status)	An entry is required in this item for all AOs. a. Indicate the type of incentive pay to which the action relates: ACIP, CEFIP, HDIP, or JUMP/HALO. Do not circle more than one flight pay type; however, flight and jump may both be applicable. b. If the individual's entitlement to incentive pay is affected by publishing the AO, so indicate by checking the appropriate block, "is authorized" or "is not authorized." c. Check the "is not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.
Item 3 (Name)	Enter the name for each member affected by the AO. If additional space is required, type "See reverse" and continue on reverse side. The following additional instructions apply: a. All items on the AO except name, grade, SSN and items 8 thru 16 must apply equally to each member listed on the order. b. If items 8 through 16 apply, enter only one name in item 1, and list the other names and items 8 and 16 on the reverse side of the order. c. For non-EAD members of AFRC, enter "AFRC (NON-EAD)" after member's name. d. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).
Item 4 (Grade)	Enter the grade for each member affected by the AO.
Item 5 (Social Security Number)	Enter the Social Security Number (SSN) for each member affected by the AO.
Item 6 (Organization)	Enter the organization/location.
Item 7 (Required to Perform Frequent and Regular Flight Required to Perform Parachute Jump Duties)	Complete on initial assignment to aviation service or duties and for all ASC changes. Mark "Yes" for rated and CEA members assigned to active flying positions (Flying Status Codes A, S, U, or X). Mark "Yes" for rated and CEA members assigned to inactive flying positions and approved for FAC 4, 5, 6 or E waivers. Mark "No" for all other rated and CEA members assigned to inactive flying positions.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 8 (Crew Position)	Enter member's crew position. For example: Pilot, navigator, flight engineer, etc.
Item 9 (DAFSC)	Enter member's DAFSC.
Items 10 through 15	<p>Complete, as appropriate, when the order: changes a rated officer's /CEAs ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training.</p> <p>Item 10. Complete this item only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.</p> <p>Item 10. Enter Aviation Service Date</p> <p>Item 11. Enter ASC</p> <p>Item 12. Enter API code. <b>NOTE:</b> Leave blank on FSC P or FSC R AOs.</p> <p>Item 13. Enter current FAC. <b>NOTES:</b> 1. Do not publish AOs for changes in FAC only. (For example FAC 1 to FAC 3 doesn't require an ASC change). 2. Leave blank on FSC P or FSC R AOs.</p> <p>Item 14. Enter TSC code for rated officers only.</p> <p>Item 15. Leave blank when the order pertains to flight surgeons or officers performing non-rated airborne duties.</p>
Item 16 (Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. <b>(Undergraduate Flight Training.)</b> Include course name, class number or designator, and school location.</p> <p>b. <b>(Awarding Aeronautical Rating.)</b> When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion and school location. For helicopter-only rated pilots, AO remarks will reflect, "Member is awarded helicopter-only pilot rating." Graduation from UFT or fixed wing qualification constitutes award of fixed wing rating.</p> <p>c. <b>(For Non-rated Crewmembers: Officers and Enlisted, and Members on Jump Status.)</b> Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification.</p> <p>d. <b>(Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.].)</b> Enter reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or if any action was directed or confirmed by AF/A3O-AT. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.</p> <p>e. <b>(Revalidating Flying Status of Rated officer/CEA.)</b> Include statement that member's previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>f. <b>(Disqualification or Re-qualification.)</b> Indicate action being taken and reason. For example:</p> <p>(1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties.</p> <p>(2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state.</p> <p>(3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that member not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge."</p> <p>(4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given.</p> <p>(5) Removing medical disqualification. Include date member is re-certified "medically qualified" and authority.</p> <p><b>NOTE:</b> Include statement: "Time while disqualified does not count toward advanced ratings/badges."</p> <p>g. <b>(Retroactive Orders.)</b> When date in item 18 (effective date) is before request date (item 17), include a statement validating the issuance of a retroactive order. Not necessary for PCS ASC changes.</p> <p>h. <b>(Award of Badges.)</b> Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing criteria met IAW AFI 11-402 or AFI 11-410. For the basic badge, include name of course; class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.</p> <p>i. <b>(Changes to Orders.)</b> If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and request date of the order being amended or revoked in the remarks. The effective date of the amend/revoke AO is required and should be the same date of the AO being amended/revoked.</p> <p>j. <b>(Cadets in Special Training Status.)</b> Enter: "The above named individual (s) (is) (are) authorized to participate in flight (or jump) duties as (a) cadet observer (s) in a special training status for the duration of the Advanced Training Program (or USAFA approved flying programs). Member(s) (is)(are) not entitled to ACIP/HDIP."</p> <p>k. <b>(Operational Support Members-ASC 9C.)</b> Includes the statement: "Member's ASC will change automatically to '06' the day after AO termination."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>l. <b>(FAC 4, 5, and 6 Waivers-inactive APIs, assign FSC “A.”)</b> Include statement: “Inactive aircrew member approved to fly in support of SECAF (or AF/A3O-A) missions, per SECAF (or AF/A3O-A) message (or letter) dated YYMMDD. Aircrew certification and time logged is dependent on aircraft qualification.” Letter will be filed permanently in the FRF.</p> <p>m. <b>(Rated officer/CEA assigned to inactive positions.)</b> “Member assigned to an API 0 or Z, non-rated or CEA UMD DAFSC,” or “Member assigned to an inactive rated or CEA inactive position.” HARM offices must look at the API and use appropriate statement associated with that API.</p> <p>n. <b>(Other Non-rated Members Who Fly Occasionally to Perform Specific Official Tasks.)</b> Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flight duty credit is authorized.</p> <p>o. <b>(Pilot-physician.)</b> Officer is approved by AF/A3/5 (or MAJCOM/A3) to perform Pilot-physician duties, while assigned to UMD position #, DAFSC 48VXX or 11XXX, API 5 or 1.</p> <p>p. <b>(Separation or Retirement.)</b> Aviation Service terminated. Time while aviation service is terminated does not count toward advanced ratings or badges.</p> <p>q. <b>(All Active Flying Status AOs.)</b> “Aircrew certification and time logged is dependent on aircraft qualification.”</p> <p>r. <b>(Active Flight Surgeon, Airborne Medics, and rescue (PJ/CRO) aircrew members.)</b> “When required for the mission, aircrew duties may be performed in any Air Force aircraft.”</p> <p>s. <b>(Rated Officers/CEAs Assigned to Active Flying Billets and Placed in Indoctrination Status.)</b> “Member authorized to perform indoctrination flying duties. Retain FSC A. Member will Log ‘O’ or ‘X’ first character crew position code as applicable and ‘Other’ flight time.”</p> <p>t. <b>FSC S Status.</b> State the specific reason for assignment of the non-performance FSC (e.g., extended DNIF, non-flying TDY, etc.).</p>
Item 17 (Request Date)	Date the AO was requested by the orders issuing or approval official.
Item 18 (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements. <b>NOTE:</b> If the request date is after effective date, “Circumstances prevented written orders in advance” should be included in the remarks (item 16).
Item 19 (Termination Date)	<p>This is the last day the AO will be effective.</p> <p>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service.
	b. For CEAs entering the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known.
	c. For flight surgeons, enter the date officer will complete 25 years of aviation service.
	d. For non-rated enlisted members, the termination date will be the Date of Separation (DOS). For non-rated officers, the termination date will be the DOS, if known. If DOS is not known, the termination date will not exceed three years. If the member is notified of a Follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.
	e. For operational support personnel, occasional in flight duty will be on a monthly basis or earlier. (Termination will be the last day of month).
	f. For noninterference flying approved to perform specific tasks, the termination date will be one year from the effective date. For example: AO effective 1 Jan 06, the termination date will be 31 Dec 06.
	g. For permissive temporary jump status, the termination date will be one year from the effective date (unless a lesser period is specified). For example: AO effective 1 Jan 06, the termination date will be 31 Dec 06.
	h. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, or disqualifying or terminating aviation service.
	i. For individuals who complete 25 years of aviation service, enter the DOS. If indefinite, enter "NA."
Item 20 (Authority)	Include letter, message, or appropriate directive with specific paragraph. Include the effective date of the AFI authority, e.g. "AFI 11-401 dated 7 Mar 07."
Item 21 (Distribution)	See <b>Table A3.2</b> for distribution chart of A.O.
Item 22 (AO number)	Completed by the authenticating official.
Item 23 (Authenticating Official Signature Block).	Will normally be signed by the Chief, Host Aviation Resource Management, in the HARM office. This responsibility may be delegated to a non-commissioned officer in the grade of master sergeant (E-7)/GS-6 civilian equivalent (GS-7 for ANG) or above. Waiver to this requirement must be submitted to the MAJCOM 1C0X2 FM (info AF/A3O-ATF) with full justification, proof of member's qualification (copy of 1C0X2 training record with AO task certification), and expected get well date. See <b>paragraphs 2.17 and A3.1.5.</b>
Item 24 - (Headquarters Information)	Enter designation and location of headquarters.
Item 25 through 28 (MPO Action)	This section completed to take an MPO action only after the AO is authenticated. a. Item 25 Check type pay affected by the MPO action.

Item #	Check appropriate blocks(s) and enter information as follows:
	b. Item 26 Enter desired start date of payment. c. Item 27 Enter desired stop date of payment. d. Item 28 CHARM or designated representative. <b>NOTE:</b> The termination date (item 27) will be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the AO. Pay is terminated the day prior to the effective date of a disqualification, suspension, or termination from aviation/parachutist service action. This is because payment is through mid night of the pay-stop date. For example: ASC 03 effective 15 Jan 06, pay stop must be 14 Jan 06.
Item 29 through 32	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT), or Joint Uniform Military Pay System (JUMPS) data collection input (JDCI), or JUMPS Transaction Inputs (JTI) in these blocks.

**Table A3.2. Required Distribution of AOs.**

RULE	Explanation
1	Establishes or terminates an aviation career for officers and CEAs (establishes or terminates an aviation service date). Use distribution code A.
2	Applies to rated officers and CEAs and affects actions other than those in Rule 1. Use distribution code C.
3	Applies to non-rated officers and non-CEA personnel. Use distribution code D.
CODE#	# of Copies in Parenthesis NOTES 1,2,3 APPLY TO ALL.
A	Individual (1) SARM office of unit member is assigned/attached to for flying (1) HARM office issuing the order (4) (3-Finance/FRF/original to record set) HQ AFPC/DPSSRI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DPSRA, Denver CO 80280-4100 (1—Non-EAD Air Reserve Component only)
B	Individual (1) SARM office of unit member is assigned/attached to for flying (1) HARM office issuing the order (1) AF/A3O-ATF (1—General Officers only)
C	Individual (1) SARM office of unit member is assigned/attached to for flying (1) HARM office issuing the order (4) (See Note 6) AF/DPG, 1040 AF Pentagon, Washington DC 20330-1040 (1-General Officers) AF/DPO, 2221 South Clark St, Suite 500, Arlington VA 22202 (1-Colonels) AF/DPE, 2221 South Clark St, Suite 500, Arlington VA 22202 (1-CMSgts) HQ AFPC/DPSSRI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1-Active Duty only)

<b>RULE</b>	<b>Explanation</b>
	HQ ARPC/DPSRA, Denver CO 80280-4400 (1-Non-EAD Air Reserve Component only) AF/A3O-ATF (1-General Officers only) MPF/DPM (2) (See Note 4)
<b>D</b>	Individual (1) SARM office of unit member is assigned/attached to for flying (1) HARM office issuing the order (4) (See Note 6) AF/DPG, 1040 AF Pentagon, Washington DC 20330-1040 (1-General Officers) AF/DPO, 2221 South Clark St, Suite 500, Arlington VA 22202 (1-Colonels) AF/DPE, 2221 South Clark St, Suite 500, Arlington VA 22202 (1-CMSgts) HQ AFPC/DPSSRI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) (Non-rated aircrew and parachutists see Note 5) HQ ARPC/DPSRA, Denver CO 80280-4400 (1-ARC only) (see Note 5) MPF Classification and Training Office (3) (See Note 4)

**NOTES:**

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the HARM office gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.
6. AOs used as MPOs to start and stop pay are forwarded to finance within 5 work days of AO request date. HARM offices should make every effort to process AO/MPOs on or before effective dates when the action affects pay/OFDA entitlements.

**Table A3.3. Items to Complete on AF Form 1887, Rated Members and CEAs.**

<b>If the rated member's or CEA's duty will be</b>	<b>RULE</b>					
	1	2	3	4	5	6
	<b>and the AO will make the member's status</b>					
	<b>Active</b>					<b>Inactive</b>
	<b>Career</b>	<b>Flying</b>	<b>Student</b>	<b>Support</b>	<b>Parachutist</b>	
A. Aircrew Member	Yes		Yes			Yes

<b>If the rated member's or CEA's duty will be</b>	<b>RULE</b>					
B. Flight Surgeon	Yes					
C. Non-rated Duty		Yes		Yes	Yes	
<b>then complete AF Form 1887</b>						
D. Item 7, required to perform parachute duties					X	X
E. Items 8-15, Rated Information (N/A for Flight Surgeons)	X	X		X		X
F. Item 16, Remarks			X	X	X	X
G. Item 20, Authority			X		X	X

**Table A3.4. Items to Complete on AF Form 1887, Non-rated Members.**

<b>If the member's duty will be</b>	<b>RULE</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>and the AO will make the member's status</b>				
	<b>Active</b>				<b>Disqualified or Terminated</b>
	<b>Flying</b>	<b>Student</b>	<b>Support</b>	<b>Parachutist</b>	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
<b>then complete AF Form 1887</b>					
C. Item 7 required to perform parachute jump duties				X	X
D. Item 16, Remarks	X	X	X	X	X
E. Items 17-19, Non-rated Information	X	X	X	X	
F. Item 20, Authority		X	X		X

**Attachment 4****ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT**

**A4.1. Purpose.** The AF Form 3520 is the source document for recording and reporting flight training and space shuttle/space station information for each individual authorized to take part in missions. This form is primarily used for aircrew members attending qualification school or aircrew logging space time. Aircrew who fly operational missions off-station will use/make an exact copy of the original AFTO Form 781, certify this as a true extract, and turn in the form/copy to their HARM or SARM office for updating in ARMS. This is an official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly while TDY. This form will not be used for flights involving combat/combat support operations. The original AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*, must be maintained in the HARM office that services the unit to which the member is assigned. This form is available for downloading on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**A4.2. Scope.** The instructions listed on the reverse side of the AF Form 3520 apply to all rated, CEA, and other non-rated officer and enlisted members authorized to log flight time while attending training to attain qualification in an aircraft or training device and to log authorized flights in non-USAF aircraft (includes space shuttle and space station) for the purpose of maintaining an official Air Force Individual Flight Record. Source documents used to transfer flight data from non-USAF aircraft are maintained as source documents IAW AFMAN 37-139.

**A4.3. Responsibilities.** SARM/HARM office personnel are responsible for distributing and collecting these forms. Completing the AF Form 3520 is a responsibility of the aircrew member.

## Attachment 5

### INSTRUCTIONS FOR USING AF FORM 4327, ARMS FIGHTER FLIGHT AUTHORIZATION, AND AF FORM 4327A, CREW FLIGHT AUTHORIZATION (FA)

**A5.1. Purpose.** Unit commanders will use the AF Forms 4327 and 4327a to authorize the use of USAF aircraft to perform a specific mission(s), and to authorize aircrew members required to perform in-flight duties. Use the AF Form 4327 to authorize flights of utility, fighter, and trainer aircraft for missions that originate and end at the same location. Use the AF Form 4327a to authorize all other aircraft missions and for fighters/trainers (if desired). These are critical documents used during mission review to validate duties performed/logged on the AFTO Form 781, and for reimbursement of temporary duty expenses. Forms are available for downloading on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

A5.1.1. Additional members authorized to fly, who are not required to perform aircrew duties (except for noninterference fliers, and MEP when specifically authorized [see **paragraph A5.1.3.**]) must be listed on a passenger manifest.

A5.1.2. The FA accounts for aircrew personnel required/authorized to perform in-flight aircrew duties and the passenger manifest lists all additional members approved to fly on the aircraft, but not performing specific aircrew duties on that mission. MEP and non-interference fliers not on AOs may be listed on the FA, in the Remarks section; if not listed on the FA, these individuals will be placed on the passenger manifest. The FA and passenger manifest combined account for all personnel on the aircraft.

A5.1.3. Units may use computer-generated programs to produce AF Forms 4327/4327a in lieu of the actual form program. If used, computer-generated forms must duplicate AF forms located at the AFDPO e-publishing web site.

**A5.2. Scope.** These instructions apply to all flying unit commanders with operational control of USAF aircraft who direct the use of aircraft and aircrews in support of command operations; and AE, pararescue unit and ANG Senior Scout unit commanders who publish AE/PJ/Senior Scout flight authorizations for aircrew members assigned to their units who are required to perform aircrew duties on the mission.

**A5.3. Responsibilities.** AF Forms 4327 and 4327a are established by this instruction. Aviation Resource Management personnel are responsible for publication of these forms and performing Go/No-Go validation (review of ARMS products and member's AOs) during pre-mission review.

A5.3.1. When additional aircrew members are added after completion of the FA, the authenticating official, pilot in command, or flight lead must confirm Go/No-Go requirements are accomplished by validating ARMS training products and AOs prior to flight.

A5.3.2. The completed FA and the AFTO Form 781 will be used during post mission review to ensure proper documentation and accounting for all aircrew members authorized to perform duties. The pilot in command will document deviations between scheduled duties on the FA (Duty Position) and actual duties performed in the remarks of the AFTO Form 781.

A5.3.3. The completed FA is normally filed with other mission paperwork. The Air Force *Records Disposition Schedule (RDS)* lists the minimum disposition requirements of this form. MAJCOM supplements may require longer retention times for the form.

**Table A5.1. AF Form 4327 Entries.**

Block	Enter
Home Station	List home station of aircraft. (Example - Langley AFB, VA)
Order No	FA number assigned sequentially by Fiscal Year. (Example - 06-0100)
Unit	Unit which aircraft are assigned or chopped.
Depart on or about	Scheduled departure date Use numerical digits for year, month, and day. (Example: 20060505)
Issue Date	Date FA is authenticated.
Signature	Signature of Authenticating Official. Must be designated (in writing) by the OG/ CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
Line #	Aircraft line number from the daily flying schedule.
Name	Full name of each individual authorized to perform duties.
Rank	Abbreviated rank of each individual.
Crew Position	Enter individual's current aircraft qualification from AF Form 8/8a. For individuals flying as Evaluators, enter qualification from the unit certification document.
Duty Position	Enter duty position code for scheduled duties IAW <b>Table A2.3</b> .
MDS	Aircraft MDS. (Example - F015E)
Msn Sym	Mission Symbol IAW <b>Table A2.2</b> of this instruction and additional MAJCOM guidance as necessary.
Call Sign	Enter Flight/Aircraft call sign.
Tail Nbr	Aircraft serial number. (Example - 91-0829)
Remarks Code	MAJCOM/Units approved remarks code as required.
ETD/ETA	Estimated Time of Departure/Arrival.
ATD/ATA	Actual Time of Departure/Arrival. Entered upon completion of mission.
Sortie Duration	Actual sortie duration may be entered upon completion of mission.
MAJCOM Defined	MAJCOMs determine the appropriate uses for this block.
Initials for Changes	Initials of authorized personnel for changes to aircrew names and/or duty positions made after authentication.

**NOTE:** Only members on AOs, required to perform in-flight duties on a specific mission, are authorized to be on flight authorizations IAW **paragraphs 1.6.2.1** and **1.8.1** of this instruction. MEP may be listed in the Remarks section.

**Table A5.2. AF Form 4327a Entries.**

Item	Enter
1	Use numerical digits for year, month, and day of date FA is prepared. (Example – 20040506)
2	Mission number. Refer to MAJCOM supplement for specific criteria
3	List place of departure. For example, Minot AFB, ND
4	Enter final destination location. For example, Charleston AFB, SC. List enroute stops in the Remarks section and include explanations as necessary.
5	Mission Symbol IAW <b>Table A2.2</b> of this instruction and additional MAJCOM guidance as necessary.
6	Scheduled departure date and time. (Example - 20060507 1930)
7	Scheduled return date and time. (Example - 20060508 0230)
8	Aircraft MDS (Example - C017A)
9	Aircraft serial number. (Example- 01-0381)
10	Enter Aircraft call sign.
11	Crew Information
	A. Full name of each individual authorized to perform duties
	B. Abbreviated rank of each individual
	C. SSN: Full SSN; last four, or may be empty (MAJCOMs define requirement)
	D. Enter individual's current aircraft qualification from AF Form 8/8a. For individuals flying as Evaluators, enter qualification from the unit certification document.
	E. Enter duty position code for scheduled duties IAW <b>Table A2.3</b> .
	F. Remarks Code (as applicable). MAJCOMS and units may define codes
	G. Four-digit unit number to which the crewmember is assigned. Use leading zeros when the unit number has fewer than four digits.
	H. Enter each individual's crew number (if used).
	I. Initials of authorized personnel for changes made after authentication.
12	Units may enter remarks and remarks code legend as required. MAJCOMs may provide additional guidance. List MEP in the Remarks section.
13	Date FA is authenticated.
14	FA number assigned sequentially by Fiscal Year. (Example - 06-0101)
15	Distribution per MAJCOM/Unit guidance
16	Go/No-Go verification will be completed by a qualified 1C0X2 or designated representative and reviewed by the pilot in command (PIC). AE/PJ/Senior Scout flight authorizations do not require AC initial, when published by an AE/PJ/Senior Scout unit. When additional crewmembers are added after the FA is authenticated, the pilot in command will certify that Go/No-Go verification was completed.
17	As a minimum enter unit designation and complete address. MAJCOMs may provide additional requirements.

Item	Enter
18	Complete signature element of authenticating official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
19	Fund cite information when FA will be used for reimbursement of temporary duty expenses.
20	Continuation of Item 11, complete as necessary.
21	Continuation of Item 12, complete as necessary.

**NOTES:**

1. Only members on AOs, required to perform in-flight duties on that mission are authorized to be on flight authorizations IAW **paragraphs 1.6.2.1. and 1.8.1.**
2. Since the AE/PJ/Senior Scout flight authorization is not a stand alone form, the pilot in command must validate specific mission elements (blocks 1 thru 10) on AE/PJ/Senior Scout flight authorizations match the aircraft's flight authorization for that specific mission.
3. As a minimum, AE/PJ/Senior Scout flight authorizations must contain information in blocks 11-18.
4. The pilot in command must validate all aircrew members listed on the flight authorization(s), including AE/PJ/Senior Scout aircrew members, are required to perform aircrew duties or are required to perform specific tasks (non-interference flyers on AOs) by initialing in Block 16.
5. AE/PJ/Senior Scout flight authorizations must be filed with the aircraft flight authorization (mission paperwork) that they performed specific in-flight aircrew duties on.

| Attachment 6 (DELETED).